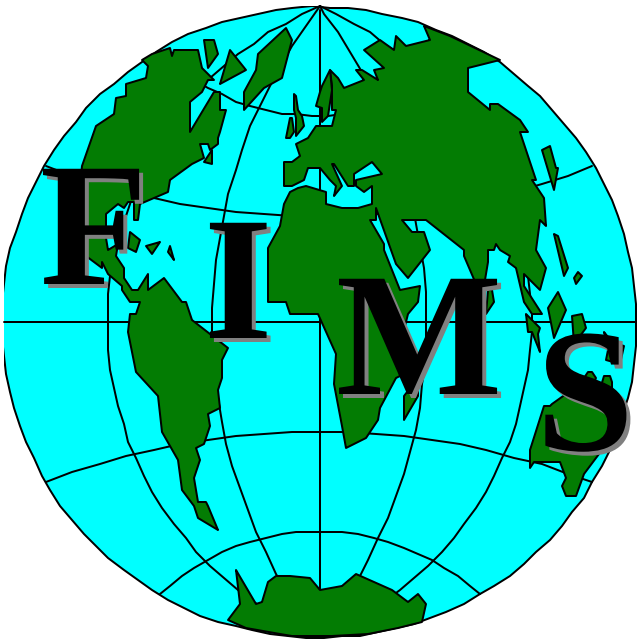
Facilities Information Management System (FIMS)

User's Guide



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1. Getting Started

Welcome

Welcome to the Facilities Information Management System (FIMS). FIMS helps you manage real property and trailers/modulars by providing an intuitive user interface within a Microsoft Windows environment that visually organizes data into file folders, and utilizes context sensitive on-line help. It has built-in standard reporting capabilities and custom report generation using Microsoft Access. FIMS data can be downloaded from the database using a built-in download feature. As well, data extracted from local information sources conforming to a given file format specification can be uploaded into the FIMS database.

FIMS is the Department of Energy's (DOE) corporate database for real property and trailer/modular holdings as required by Life Cycle Asset Management Order 430.1. DOE real property holdings total over 2.4 million acres of land with over 120 million square feet of buildings. FIMS provides DOE and contractor personnel with ready access to DOE facilities information. In addition, FIMS is used to generate an annual report to the General Services Administration summarizing the size and cost of DOE's real property holdings.

The Facilities Data Development Committee (FDDC), composed of DOE-HQ FIMS stakeholders, is the governing body of FIMS. These various headquarter organization representatives recommend/approve enhancements to FIMS. In 1993, the FDDC recommended establishing the FIMS Advisory Committee (FAC). The FAC, comprised of volunteer DOE and contractor personnel, serves as a forum for discussing and evaluating suggestions regarding the development, operation, or administration of FIMS. The FAC provides recommendations to the FDDC based on the results of the FAC's review of proposed changes from individuals submitting suggestions via the change request form. The FAC also provides the necessary guidance to implement the FDDC approved changes.

Prerequisites

It is recommended that before you begin:

- You have a working familiarity with Microsoft Windows.
- You have taken the DOE-sponsored FIMS training course.

- You have read applicable sections of the *FIMS User's Guide, Chapters 1-5, & 8, Getting Started, FIMS Basics, Site Maintenance, Area Maintenance, Property Maintenance, and FIMS Reporting.*

If you will be generating custom reports, you should in addition:

- Have a working familiarity with Microsoft Access 97/Access 2000.
- Have read the Custom Reports section of *Chapter 8, FIMS Reporting*, of the *FIMS User's Guide*.
- Have read applicable sections of the *FIMS Reporting Guide*.

FIMS uses several off-the-shelf products to operate. This manual provides information on the FIMS application, it does not provide documentation on the Windows operating environment or Microsoft Access 97/Access 2000 (the custom reporting tool). Documentation for both Windows and Access are provided with the respected applications.

FIMS System Configuration

FIMS is a client/server application developed in Sysbase's PowerBuilder (client user interface), Oracle PL/SQL (audit and security triggers), and Microsoft Access 97/Access 2000 (standard reports). The core FIMS database is located on a FIMS Oracle Server at DOE Headquarters. The FIMS Server runs an Oracle 7 database on a HP-9000/800 using a HP-UX operating system, and is accessible via the Internet. TCPIP networking transport is provided by the FIMS Server HP-UX.

System Requirements and Installation

Hardware Requirements

To run the FIMS application your workstation must have the following configuration as a minimum:

- Any Pentium-based PC
- 32 MB of RAM
- 200 MB of Hard Disk space
- VGA/SVGA Color Monitor

Software Requirements

To run the FIMS application you must have the following software:

- Windows95/98/NT/2000 using the Microsoft TCPIP
- Microsoft Access 97 or Access 2000
- Oracle SQL*Net version 2.3 or Oracle Net8 - This software is available for distribution, please contact the FIMS Hotline for a copy.
- FIMS Installation software - The latest version is always available from the FIMS Web site at (http://fims.hr.doe.gov) under Downloads.

Setting Up FIMS

The FIMS applications software is installed from the FIMS web site. The following directions provide step by step instructions for completing the install. Also available on the web site are FIMS Installation Guidelines. These Guidelines provide detailed instructions for setting up FIMS and the related Oracle SQL*Net software. The FIMS Installation Guidelines can be found under the System Requirements topic on the web site.

To install FIMS from the web site:

- Access the FIMS web site at http://fims.hr.doe.gov
- Click the Downloads topic.
- Click the FIMS V3.6 Software (or later) link to install the software.
- At the Security Warning window, "Do you want to install and run InstallShield Wizard…", click **Yes**.
- Click install now.
- At the InstallShield Wizard, "Do you want to continue running this setup?", select "I understand the security risk and wish to continue.". Click **Next >**.
- Wait for the InstallShield Wizard Setup to complete.
- At the FIMS 3.6 Setup window, click **Next >** to install FIMS.
- At the Choose Destination Location window, click **Next >** to install FIMS in the default folder.
- Input the directory where the Oracle tnsnames.ora file resides (see below for default locations depending on the operating system where the Oracle product was installed). Once you have the proper Oracle directory selected, click **Next >.**

  If you installed the Oracle SQL*Net v2.3 product for Windows 95/98 this should be c:\orawin95\network\admin.

  If you installed the Oracle Net8 product for Windows 95/98 this should be c:\orawin95\net80\admin.

  If you installed the Oracle SQL*Net v2.3 product for Windows NT/2000 this should be c:\orant\network\admin.

  If you installed the Oracle Net8 product for Windows NT/2000 this should be c:\orant\net80\admin.
- Select the version of Microsoft Access that is installed on your PC. Click the appropriate choice Access 97 or Access 2000 and then click **Next >**.
- Click **OK** to acknowledge the Firewall informational message.
- Click **Finish** to complete the installation.
- Click the **back** button on your internet browser to return to the FIMS web site and then close your internet browser.

The Installation process creates a FIMS 3.6 shortcut and a FIMS Reports 3.6 shortcut on your PC desktop.

Removing the FIMS Software

To remove FIMS from your computer, use the Windows Control Panel Add/Remove Programs utility. Follow the on screen instructions.

Starting the System

Logging Into FIMS

To log into FIMS, double click the FIMS shortcut on your PC desktop. The first window displayed is the Logon window.

To logon on to FIMS enter your User ID and Password and click on the **OK** button This will launch the FIMS application.

For more information on User IDs and passwords, refer to the *User Security* section.

Getting Help

FIMS On-Line Help

Complete on-line help is available for FIMS.

For Context-Sensitive help, click on the Help icon in the FIMS Toolbar. Then click on any object in FIMS that you desire help on.

To search for help on a particular topic, select the **Help** main menu item, and choose the **Help Index...** option. Then click the **Search** button and type a topic to search on.

FIMS Contacts/Hotline

DOE FIMS personnel to contact for FIMS assistance are listed on-line under the **Help**, **FIMS Contacts**, pull-down menu. E-mail addresses are provided and the use of e-mail is encouraged for all non-time sensitive issues.

How This Manual Is Organized

This manual is organized into the following sections:

- **FIMS Basics** presents an overview of the system, key concepts, and the general procedures for navigating through the application.
- **Site Maintenance** presents an overview of the various types of sites, site maintenance responsibilities, and detailed instructions for adding, updating, and deleting sites.
- **Area Maintenance** presents an overview of areas, area maintenance responsibilities, and detailed instructions for adding, updating, and deleting areas.

- **Property Maintenance** presents an overview of the various property types, and detailed instructions for adding, updating, and deleting buildings, structures, land, and trailers.
- **FIMS Tables** describes the various tables used to support the application.
- **User Security** presents an overview of the FIMS security, defines the FIMS security levels, presents an overview of the system options all users may initiate, and presents instructions for system administrators responsibilities on adding, updating, deleting, and re-instating users.
- **FIMS Reporting** describes how to generate standard reports and the custom reporting process.
- **Download Processing** presents detailed instructions for the FIMS data download.
- **Upload Processing** presents detailed instructions on uploading information from external applications into the FIMS application.
- **Archive Processing** presents detailed instructions on archiving FIMS building, OSF, land and trailer/modular records.
- **FIMS Data Dictionary** presents definitions for all data fields used in the FIMS application along with their appropriate headquarters program sponsor, the length of the data field, sources for obtaining the data, update frequency, and the FIMS data entry tab(s) the data field is used on.
- **Building Usage Codes** defines the usage codes used by FIMS for buildings and trailers/modulars.
- **OSF Usage Codes** defines the usage codes used by FIMS for other structures and facilities.
- **Management Analysis Reporting System (MARS) Asset Type Definitions** provides detailed definition of the MARS Asset Type codes used in FIMS for owned properties.
- **Lookup Table Descriptions** - provides the various codes and descriptions associated with the FIMS data entry picklist.
- **FIMS Administrative Guide** provides a conceptual framework for managing and administering FIMS.
- **Forms** includes *Data Entry* forms for collecting data to be entered into FIMS, FIMS *Request for User ID* form for users to obtain a FIMS userid and password, and a FIMS *Request for Change* form for users to suggest improvements to the FIMS system, policy and procedures, or documentation.

FIMS Documentation

In addition to the *FIMS User's Guide*, the complete set of FIMS documentation includes the following (available from the FIMS Web site at http://fims.hr.doe.gov):

- *FIMS Reporting Guide*: Contains a listing of standard reports and useful information to assist you in creating custom reports and standards applied to the FIMS database.
- *FIMS Training Manual* (presented at each training session): Contains course notes and exercises, and an introduction to the reporting/querying features of Microsoft Access.

FIMS Web Site

The FIMS web site is located at http://fims.hr.doe.gov. The web site contains an overview of the FIMS application as well as the latest FIMS software installs, the FIMS documentation, Headquarters and Field Office points of contact list and various DOE fiscal year end Real Property statistics.

Year End Processing

FIMS is used to generate an annual report for the General Services Administration (GSA) summarizing the size and cost of DOE's real property holdings. Data is extracted for the annual report on the first working day in November. Although the fiscal year ends on September 30, all System Administrators are given the opportunity to make year-end adjustments through October 31; however, data pertaining to the new fiscal year should not be entered until after the first working day in November. It is recommended that the System Administrators insure that the most current data is available for the annual report.

The database is also the source of reports to NIST, FEMA, the court ordered Central Internet Database (CID) on contaminated facilities with the data being captured around November 1, EE's Congressional energy management reports with the data being captured around November 1, and deferred maintenance for the Department's annual financial statements with the data also being captured around November 1.

FIMS data is captured after the first of December to archive the maintenance history data for the previous fiscal year. The maintenance history data is used as a source for DOE's Data Warehouse. The FIMS Archive records are used as a source for a Congressional Report that will reflect the addition and reduction in building square footage at each site during the previous fiscal year. FIMS data is again captured around June 1st of each year for EM's Active Facilities Environmental Liability Estimate reporting requirements.

2. FIMS Basics

Navigating Through FIMS

FIMS Main Window

The FIMS application is designed for the Windows environment. The FIMS main window uses interface elements and controls similar to those found in Windows. FIMS is a multi-document interface (MDI) application. As an MDI application, FIMS allows you to open multiple windows within the FIMS main window.

FIMS Main Menu

The FIMS Main Window provides a Main Menu Bar that enables you to access other FIMS windows and functions. The main menu lists the top-level menu items, each item has a drop-down menu that lists available items. The drop-down menus are accessed with the mouse by clicking on the desired menu or with the keyboard by pressing the ALT+(the underlined letter). To select an option, click on the item or type the underlined letter in the item name.

The following standard menu conventions are used in FIMS:

Menu Convention	
Dimmed item or control	Command is disabled for the current active window.
Triple ellipsis (...) following an item	A dialog box or window containing more options or information appears.
Check mark (3) next to an item	The command is in effect. Click the item to remove the check mark and inactivate the command.
Key combination next to an item	A shortcut keystroke for the menu command.
Triangle next to an item	A cascading menu appears listing additional items.

The FIMS menu items and their associated options are as follows:

Main Menu Item	Menu Option	Used to
File	Standard Reports	Launch the Standard Reports window to allow report generation.
	Audit Data…	Display audit information for the active window's current tab. This option is disabled when no audit information is available.
	Close	Close the active window.
	Download…	Open the download selection criteria window to initiate the FIMS Data download.
	Upload…	Activate the upload of external data into the FIMS application.
	Exit FIMS	Exit the FIMS application.
Site	Update Site	Open the Site window and display the current Site setting of the Navigator.
	Query Sites	Open the Query Builder with the Field Office and Site settings of the Navigator.
Area	Update Area	Open the Area window and display the current Area setting of the Navigator.
	Query Areas	Open the Query Builder with the Field Office, Site and Area settings of the Navigator.
Property	Update Building	Open the Building window and display the first Building of the current settings of the Navigator, or open the Browse window with all Buildings of the current settings of the Navigator.
	Update OSF	Open the OSF window and display the first OSF of the current settings of the Navigator, or open the Browse window with all OSFs of the current settings of the Navigator.
	Update Land	Open the Land window and display the first Land of the current settings of the Navigator, or open the Browse window with all Land of the current settings of the Navigator.
	Update Trailer/Modular	Open the Trailer/Modular window and display the first Trailer/Modular of the current settings of the Navigator, or open the Browse window with all Trailers/Modulars of the current settings of the Navigator.
	Query Buildings	Open the Query Builder with the Field Office, Site and Area settings of the Navigator.
	Query OSFs	Open the Query Builder with the Field

Main Menu Item	Menu Option	Used to
		Office, Site and Area settings of the Navigator.
	Query Land	Open the Query Builder with the Field Office, Site and Area settings of the Navigator.
	Query Trailers/Modulars	Open the Query Builder with the Field Office, Site and Area settings of the Navigator.
Tables	Lookup…	Open the Lookup Tables window to allow you to select a table for viewing, or if you are the FIMS System Administrator (Headquarters) for update.
Options	Show FMIS Toolbar	Turn on and off the FIMS Toolbar. A check mark indicates that the Toolbar is turned on.
	Show Navigator	Turn on and off the FIMS Navigator. A check mark indicates that the Navigator is turned on.
	Confirm Exit	Turn on and off the option to have the application prompt you to confirm you want to terminate FIMS. A check mark indicates that the system prompts you to confirm you want to exit before it closes the application.
	Save Settings Now	Save the Navigator, Toolbar and application setting.
	Save Settings on Exit	Save the Navigator, Toolbar and application setting when you exit the application.
	Calculator…	Open the Microsoft Windows calculator.
	User Options…	Open the User Options window to allow you to change your password, default location settings, and other application options.
	Browse/Modify Users…	Open the Users window. If you are a FIMS or Field/Operations Office System Administrator, the menu item is Modify Users. You can add, update, or browse users. If you are not a System Administrator, the menu item is Browse Users. You can Browse the FIMS users for phone and FAX numbers, or to find out whom your Field/Operations Office System Administrator is.
Window	Cascade	Overlap open windows so that each title bar is visible.
	Tile	Arrange the open windows in smaller sizes to fit next to each other on the main window.
	Layer	Place open window behind the active open window.

Main Menu Item	Menu Option	Used to
	Requery Active Window	Refresh the active window to the current settings of the Navigator.
	Change Current Location	Provide keyboard access to the Navigator bar to allow you to change the Navigator settings.
Help	Help Index...	Access the FIMS on-line Help.
	FIMS Message Board...	Open the FIMS Message Board window.
	FIMS Contacts...	Open the FIMS Contacts window.
	About FIMS...	Display the FIMS application information.

FIMS Toolbar

In addition to the menu items and short-cut keys, FIMS provides a Toolbar that provides you instant access to the most frequently used FIMS menu items. To use the toolbar simply click on the desired item. If you are curious about a toolbar icon, point to that icon with the mouse and a PowerTip description will display. The following table displays the toolbar icons and their related functions.

Toolbar Icons	
	Site
	Area
	Building
	OSF
	Land
	Trailer
	Tables
	Calculator
	Cascade
	Tile
	Help
	Exit

Settings for the FIMS Toolbar are modified by using the mouse to point to the toolbar and clicking the right mouse button. The modifiable settings are:

Tool Bar Settings

FIMS Toolbar	Turns the FIMS Toolbar off. The FIMS Toolbar can also be turned on and off from the **Options** menu item.
Left / Top / Right / Bottom / Floating	Repositions the FIMS Toolbar to the respective location. The FIMS Toolbar can also be repositioned by clicking and dragging it to the desired location.
Show Text	Turns the FIMS toolbar icon text on and off.
Show PowerTips	Turns the FIMS toolbar icon PowerTip description on and off.

The Navigator

FIMS uses a toolbar called the *Navigator* to control your current location. The current location initially defaults to your user security Field Office, Site, and Area defaults. Whenever you open a Site, Area, or Property window, the Navigator location setting determines which records are displayed. While in the FIMS application you can change the navigator settings to allow you to view other Site, Area, or Property data.

You can change the Navigator setting by using the three editable pick list controls described below:

Navigator Controls

Field Office	Displays a list of all the FIMS Field Offices.
Site	Once the Field Office has been chosen, displays a list of all Sites within the Field Office.
Area	Once the Site has been chosen, displays a list of all Areas within the Site.

Similar to the FIMS Toolbar, the Navigator menu options can be accessed by using the mouse to point to the Navigator and clicking on the right mouse button. The Navigator pop-up menu allows you to accomplish several different functions, including:

Navigator Options

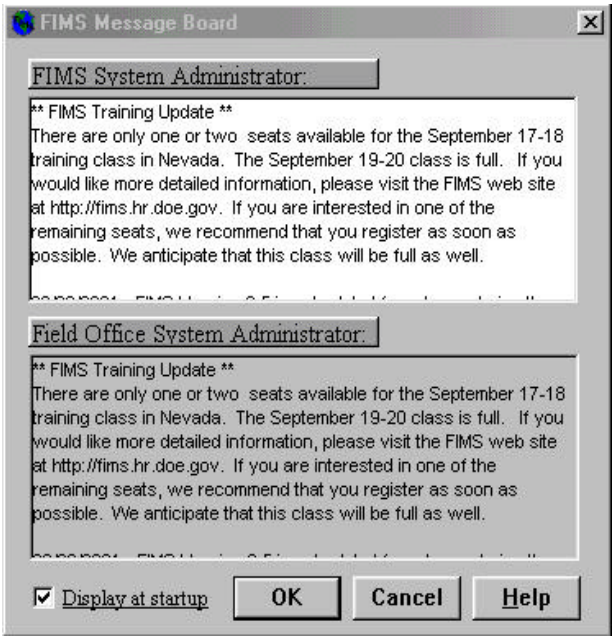
Requery Active Window	Refreshes the current window based on the current Navigator settings.
Requery All Windows	Refreshes all open Site, Area, and Property windows based on the current Navigator settings.
Show Toolbar	Turns on and off the FIMS Toolbar.
Show Navigator	Turns on and off the Navigator. The Navigator can also be turned on and off from the **Options** main menu item.

Navigator Options	
Top / Bottom	Repositions the Navigator to the top or bottom of the FIMS Main Window, respectively. The Navigator can also be repositioned by clicking and dragging it to the desired location.
Wrap Controls	Enables the wrapping of the Navigator controls when the FIMS Main Window is resized or the screen is not wide enough to accommodate the Navigator.

To modify your default Navigator setting, see *Location* in the *User Security, User Options* section.

FIMS Message Board

In order to assist the FIMS and Field/Operations Office System Administrators with communicating information to the FIMS user community, FIMS provides a Message Board.



There are two sections to the Message Board, one for the FIMS System Administrator (Headquarters), the other for the Field/Operations Office System Administrator. The FIMS System Administrator (Headquarters) section is the same for all FIMS users, the Field/Operations Office System Administrator section is displayed based on user security Field Office restriction.

To access the FIMS Message Board, select the **Help** main menu item, and choose the **FIMS Message Board** option. The check box on the bottom of the Message Board allows you to always display it when you login to the application.

Updating the FIMS Message Board

If your security level is that of a FIMS System Administrator (Headquarters) or Field/Operations Office System Administrator, you can update the FIMS Message board. When you open the FIMS Message Board, you have **OK** and **Cancel** buttons instead of a **Close** button. To update the FIMS Message Board, type the new

message in the appropriate message box and press the **OK** button, to cancel your change press the **Cancel** button. The top box is for the FIMS System Administrator (Headquarters), the bottom box is for a Field/Operations Office System Administrator. Note that the message box available to your security level is white while the other box is gray.

Data Entry Concepts

FIMS File Folders

FIMS uses a visual file folder to organize Site,Area, and Property information. To access the information contained in a particular folder, click on the desired tab, or press the tab key until the tab has focus and press [Enter].

To aid in the data entry processes, only tabs that are required for a site or property are enabled. Disabled tabs are visually indicated with gray text, when you click on a disabled tab, the folders will not shift. If you scroll from one record to another where the current tab is disabled for the scrolled to record, the information in the current tab disappears and you must click on an enabled tab to view information.

File Folder Command Buttons

The file folder window contains options in the form of buttons. These buttons are enabled and disabled based on user security level and Field Office or Site restrictions. Since only the FIMS System Administrator (Headquarters) is allowed to add and delete Sites, the **New...** and the **Delete** buttons only appear on the Site window for the FIMS System Administrator (Headquarters).

The file folder command buttons operate as follows:

Button	Description
New...	Establishes a new Site, Area, or Property. Brings up a second window that prompts you for information required to establish a new record.
Save	Saves the current record. Information contained in **all** tabs of the current record is saved.
Delete	Deletes the current record. Information contained in **all** tabs for the current record is deleted.
Archive	Allows the current record to be archived prior to the record being deleted from the database.
Browse...	Provides a list of Sites, Areas, or Properties, based on the current window. For more information on how to use **Browse...** see *Browse Facility* in this

	section.
Close	Closes the file folder window.
	Scrolls to the first retrieved record.
	Scrolls to the previous retrieved record.
	Scrolls to the next retrieved record.
	Scrolls to the last retrieved record.

Certain tabs within the file folders represent multiple records, for example Occupants and Capital Adjustments. Multi-record tabs contain additional **Insert Row**, **Delete Row**, and scroll buttons, pertaining only to that tab.

Browse Facility

The **Browse...** button on the file folder window enables you to quickly locate a Site, Area, or Property by choosing from a list of entries. You can locate a particular record by either using the scroll bar (a scroll bar is only displayed when there are more options than can fit on the window) or using the following tools:

Browse... Controls

Sort By	Lists the available sorting fields for the display order of the Browse list. This also controls the field that is searched on when using the Find box.
Find	The blank text box, to the right of the Sort By control, allows you to directly move the cursor to a row by typing a value.

To select a record for viewing, double-click on the desired record, or click on the record to select it and press the **OK** button.

The Browse list is presented in a row-and-column format with grid lines separating rows and columns. The column display can be manipulated similar to a spreadsheet package as follows:

Display Controls

Resize Columns	Drag the grid line to the desired column width.
Reorder Columns	Select the desired column and drag it to the new location.

To print the Browse list, press the **Print** button on the bottom left corner of the window.

Data Entry Controls

To ease data entry, FIMS provides “pick lists” whenever possible. The majority of these “pick lists” are populated from system tables, or lookup tables. In addition to “pick lists” the system contains “radio buttons” to graphically represent data entry choices.

Entry Control	Description
	Radio Buttons - only one option is allowed
	Pick List - List of allowable options.
	Editable Pick List - List of possible options, however, you are not limited to the list. This control is visually different than the pick list entry control, notice that the arrow is not attached to the field.

In addition to the graphical data entry controls, FIMS also provides edit boxes. Edit boxes allow users to enter free form text or special formatted fields, including dates, numbers, and zip codes.

Required Versus Optional

FIMS enables and disables tabs based on required categories of information, for example an owned property would not have leased information, therefore the Lease Detail 1 and 2 tabs would be disabled. Within a required category of information, some fields may be optional.

FIMS identifies required versus optional fields by the color of the field's label. Fields are identified as follows:

- Required Fields - Black Label
- Optional Fields - Blue Label

Some fields may be required for one property type or owned/leased designation and optional for another.

Note: A required field in FIMS is a field for which information must be entered, however, a site, area, or property may be saved without filling in all required fields.

Audit Information

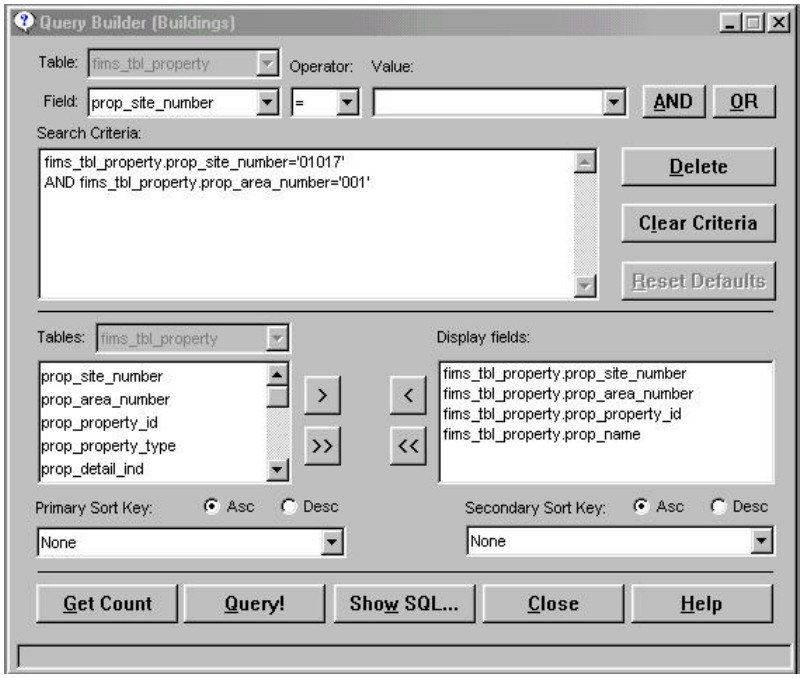
In order to track the last time a record or subset of information was updated, FIMS places an Update User ID and an Update Date "stamp" on each record or subset of information (i.e. tab). To view the audit data for a particular tab, select the **File** main menu item, and choose the **Audit Data...** option. The Audit Data window displays the audit information for the active window's current tab. If the active window does not have audit information, the **Audit Data...** option is disabled.

Query Builder

Query Builder Overview

Structured Query Language, SQL, is the command language that enables you to communicate with a database. FIMS provides a query facility, *Query Builder*, which generates the SQL SELECT statement required to request information from the FIMS database. The Query Builder allows you to search for and display records that meet specified criteria. This tool is used to narrow down the search for Sites, Areas, or Properties. From the query result set, you may open the FIMS file folders and display the selected records.

The Query Builder is accessed from the FIMS Main Menu under the respective Site, Area, or Property category. For example, to use Query Builder to narrow down the search for a Building, you would click the **Property** main menu item and select **Query Buildings**. The following window is displayed:



Query Builder Components

The components and controls in the Query Builder are:

Specify Criteria (Top Section)

Table	The table defaults based on the Site, Area, or Property category selected.
Field	Pick list of available Search Criteria fields.
Operator	Pick list of operators that are used to compare the Field with the Value.
Value	Pick list of possible values for the comparison condition.

Specify Criteria (Top Section)

AND OR	Logical operators to combine or limit the results of comparison conditions.
Search Criteria	Display box of the search criteria specified.
Delete	Deletes the highlighted line(s) or the line where the cursor is positioned in the Search Criteria display box. Note that if a line is partially highlighted it **will** be deleted.
Clear Criteria	Removes all entries in the Search Criteria display box.
Reset Defaults	Resets the entries of the Search Criteria display box to the current setting of the Navigator.

Display Fields (Middle Section)

Tables	The table defaults based on the Site, Area, or Property category selected. The list box below the table selection box contains all fields available for selection.
>	Adds the highlighted field to the list of Display fields.
>>	Adds all the available fields to the Display fields.
<	Removes highlighted field from Display fields list.
<<	Removes all fields from the Display fields list. Note that key fields will not be removed from the Display fields list.
Primary/Secondary Sort Key	Fields that dictate the primary and secondary sort order of the result set.
Asc, Desc	Specifies Ascending or Descending order of items for the query results set.

Command Buttons (Bottom Section)

Get Count	Displays the number of records that will be retrieved by the query. This step should **always** be performed prior to executing the query to provide an opportunity to limit large result sets.
Query!	Executes the SQL SELECT statement and returns the query results set.
Show SQL...	Displays the SQL SELECT statement generated by the Query Builder to request information from the database.
Close	Closes the Query Builder window.
Help	Displays online help for the Query Builder.

Command Buttons (Bottom Section)	
Display line (bottom of window)	Displays the results of the **Get Count**.

Using The Query Builder

To use the Query Builder, perform the following:

- Specify the criteria records must meet to be included in the results set. Once you specify the criteria you must choose either the AND or the OR button.
- Choose the fields to be displayed in the results set.
- Indicate the sort order for the results set.
- Press the **Get Count** button to display the number of records that will be retrieved if the query is executed.
- Press the **Query!** button to execute the query.

Query Builder Results

Pressing the **Query!** button on the Query Builder window produces the requested results set to be displayed in the Query Results window. You can view more detail about any of the Sites, Areas, or Properties retrieved by pressing the **Retrieve** button on the bottom right corner of the window. This action opens the appropriate file folder window allowing you to scroll through the complete records.

To print the contents of the Query Results window, press the **Print** button on the bottom left corner of the window.

FTP Procedures

There may be times when FIMS users will need to copy files from/to the FIMS file server. Obtaining these files is accomplished using the File Transfer Protocol (FTP) utility. FTP is the Internet standard that allows FIMS users to transfer files between the FIMS file server and your workstation. FTP uses passwords to authenticate users who access the FIMS file server to copy files.

Depending on the Network configuration at your site, there are various ways to utilize FTP. One method is to use DOS commands. Another method is to utilize a file transfer FTP utility for Windows. The Windows FTP utilities offer a graphical interface making them very user friendly, thus eliminating the need for inputting DOS commands. There are numerous versions of these Windows based utilities and it is difficult to document each one in this manual. If you are going to use one of these utilities, the following information will be needed in order to establish your FTP session with the FIMS file server.

Remote Operating Sys:

UNIX

Remote Host Name:

IP address (205.254.144.184)

User Name:

fims

Password:

setup

To use the DOS based FTP commands to connect to the FIMS file server, follow the procedures listed below:

1. From the DOS prompt, type ftp **205.254.144.184**.

2. When prompted, enter a Remote User Name of **fims** and password of **setup**.

3. If you need to change to a specific directory, type **cd [directory]**.

4. To view the contents of the directory, type **dir**.

5. Type **binary** to switch to binary file transfer mode.

6. Type **get [filename]** to download the file to the current directory on your PC or type **put [filename]** to upload the file to the current server directory.

7. Type **quit** to end your FTP session. You will be returned to the DOS prompt.

It is important to note that since the FIMS file server is UNIX based, it is case sensitive and special attention should be placed on the case of the user name and password listed above as well as the name of the file(s) being transferred.

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3. Site Maintenance

Site Maintenance Overview

A Site is a geographical location that is a subdivision of the DOE Field Office.

Access to the various functions of the Site File Folder is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **New...** and the **Delete** buttons. For further information on the data access rights of users, please refer to *User Security* section, *Security Levels*.

Site

The following tabs of information are available in the Site File Folder:

- Site Info Tab
- GSA Report Tab
- Maint History Tab

Adding a Site

The FIMS System Administrator (Headquarters) is the only FIMS user that can add a Site.

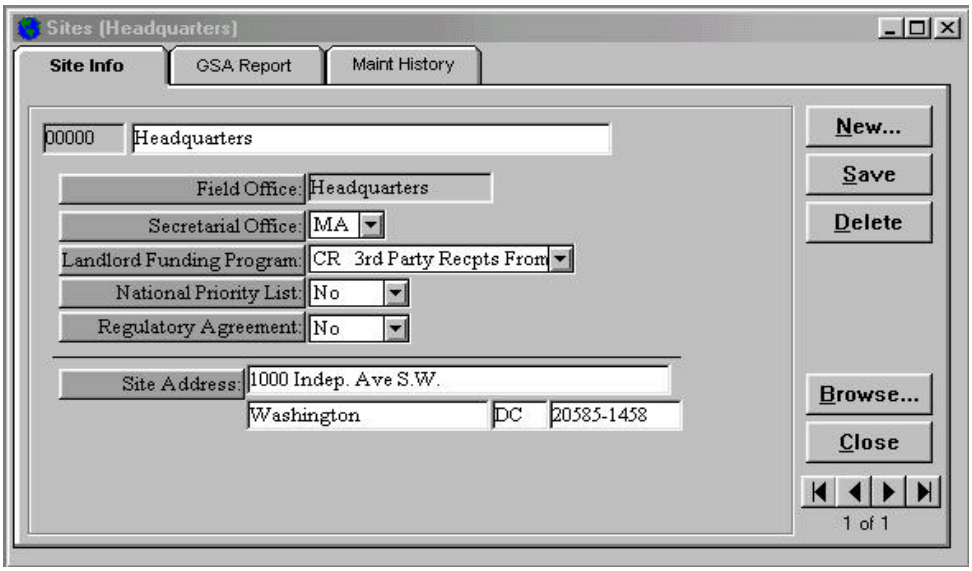
If you are a FIMS System Administrator (Headquarters), you can add a new Site by clicking on the Site icon of the FIMS Toolbar or by selecting the **Site** main menu item and choosing the **Update Site** option. Once the Site File Folder is open, choose the **New...** button. The New Site window is displayed. The New Site window contains the following fields:

- Field Office
- Site Number
- Site Name

To establish a new Site, enter the requested Site information and click the **OK** button. This returns you to the Site File Folder where you can continue to add Site information as outlined in *Updating a Site*. When you are finished entering information for the new Site, click the **Save** button. Information contained on all tabs of the current Site is saved.

Updating a Site

To modify a Site, open the Site File Folder by clicking on the Site icon of the FIMS Toolbar or by selecting the **Site** main menu item and choosing the **Update Site** option. The Site File Folder appears as follows:



- The Site File Folder displays all Sites assigned to the current Field Office setting of the Navigator. If your security level and security restrictions allow you to update the current Site, the **Save** button is enabled.

Site Info Tab

The Site Info Tab maintains the following general Site information:

- Site Number
- Site Name
- Field Office
- Secretarial Office
- Landlord Funding Program
- National Priority List
- Regulatory Agreement
- Site Address
- Site City
- Site State
- Site Zip

GSA Report Tab

The GSA Report Tab maintains the following Site information, required for General Services Administration (GSA) reporting:

- Site Number

- Site Name
- GSA Control Number
- Excess Indicator - Site
- Last Year DOE Survey
- Last Year GSA Survey
- Geographic Location - State Code
- Geographic Location - City Code
- Geographic Location - County Code
- Congressional District (1 - 10)
- Seismicity

Maint History Tab

The Maintenance History Tab displays site summary level deferred and maintenance information by fiscal year for buildings, OSF, trailers/modulars, and site total. The Maintenance History Tab maintains the following Site information:

- Site Number
- Site Name
- Maintenance Fiscal Year
- Deferred Maintenance Cost
- Annual Required Maintenance
- Annual Actual Maintenance
- Facility Condition Index (FCI)

Deleting a Site

The FIMS System Administrator (Headquarters) is the only FIMS user that can delete a Site.

If you are a FIMS System Administrator (Headquarters), you can delete a Site by clicking on the Site icon of the FIMS Toolbar or by selecting the **Site** main menu item and choosing the **Update Site** option. It is important to note that deleting a Site will deletes **all** associated Areas and Properties. Once the Site File Folder is open, choose the **Delete** button. A message box displays asking you to confirm the delete operation.

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4. Area Maintenance

Area Overview

An Area is a partition of the Site that consists of real property in the form of Land, Buildings, Other Structures and Facilities (OSF's), and Trailers/Modulars.

Access to the various functions of the Area File Folder is based upon your security level. For example, only the FIMS System Administrator (Headquarters) and the Field/Operations Office System Administrators have access to the **New...** and **Delete** buttons. For further information on the data access rights of users, please refer to *User Security* section, *Security Levels*.

Adding an Area

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can add an Area.

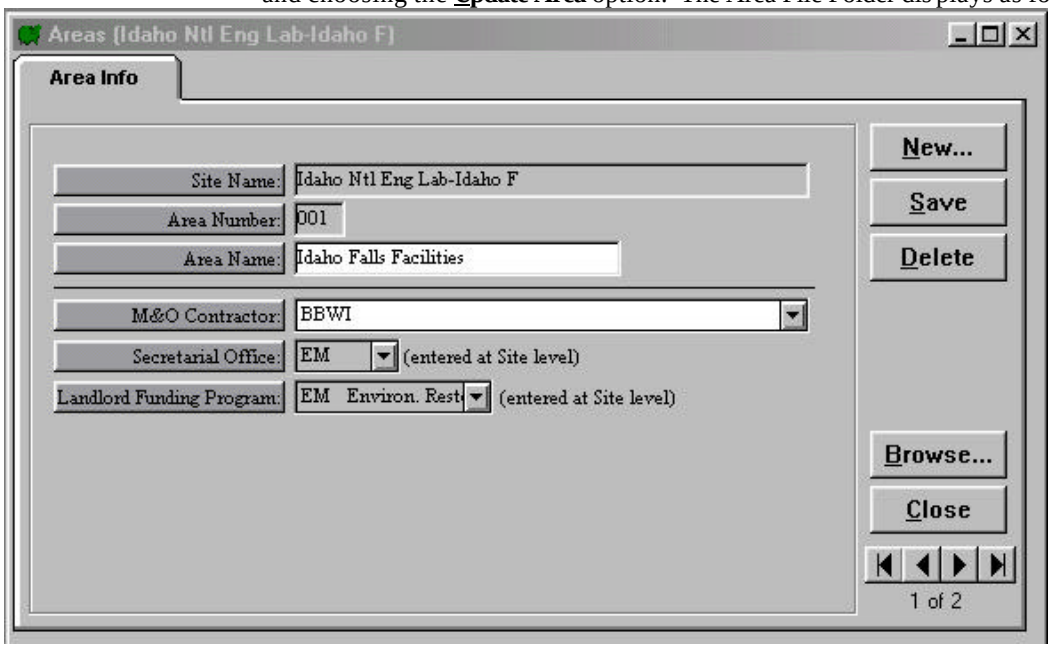
If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can add a new Area by selecting the **Area** main menu item and choosing the **Update Area** option. Once the Area File Folder is open, choose the **New...** button. The New Area window is displayed. The New Area window contains the following fields:

- Area Number
- Area Name
- M&O Contractor Code
- Secretarial Office (may have been input at the Site)
- Landlord Funding Program (may have been input at the Site)

To establish a new Area, enter the requested Area information and click the **OK** button. This returns you to the Area File Folder where you can modify the Area information as outlined in Updating an Area. When you are finished entering information for the new Area, click the **Save** button.

Updating an Area

To modify an Area, open the Area File Folder by selecting the **Area** main menu item and choosing the **Update Area** option. The Area File Folder displays as follows:



The Area File Folder window displays all Areas established for the current Site setting of the Navigator. Area Information is displayed on the Area Information tab (Area Info).

Area Info Tab

The Area Info Tab maintains the following general Area information:

- Site Name
- Area Number
- Area Name
- M&O Contractor Code
- Secretarial Office (may have been input at the Site)
- Landlord Funding Program (may have been input at the Site)

Deleting an Area

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can delete an Area.

If you are a FIMS System Administrator (Headquarters) or a Field/Operation Office System Administrator, you may delete an Area by selecting the **Area** main menu item and choosing the **Update Area** option. It is important to note that deleting an Area will delete **all** associated Properties. Once the Area File Folder is open, choose the **Delete** button. A message box displays asking you to confirm the delete operation.

5. Property Maintenance

Property Maintenance Overview

FIMS maintains four types of properties: Buildings, Other Structures and Facilities (OSF's), Land, and Trailers/Modulars.

The Property File Folder displays all properties of the chosen property type within the current Area setting of the Navigator. FIMS has a Browse facility that allows you to immediately locate a specific property within an Area.

The File Folder Command Buttons displayed in the property windows vary based upon the security level of the user. For example, the **New...**, **Save**, and **Delete** buttons will be gray and disabled for FIMS Guest users because they have view-only access to property data. For further information on the data access rights of users, please refer to the *User Security* section, *Security Levels*.

Property File Folder Tabs

Prop Info Tab

All property types (buildings, land, other structures and facilities (OSF) and trailer/modulars) have the Prop Info tab in the Property File Folder. Based on both the property type and the owned/leased designation, certain fields on the Prop Info tab are optional or not allowed. The Prop Info tab maintains the following general Property information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Alternate Name
- Site Name
- Usage Code
- Area Name
- Initial Acquisition Cost
- Estimate Indicator

- Capitalized Indicator
- Hazard Category
- Excess Indicator - Property
- Excess Year
- Historic Designation
- Outgrant Indicator
- MARS Asset Type
- Summary/Detail Indicator (for OSF and trailers only)
- MARS Reporting Source

Building Info Tab

If you designate a property as a building, the Building Info tab appears in the Property File Folder. Based on the owned/leased designation, certain fields on the Building Info tab are optional or do not appear. The Building Info tab maintains the following general Building information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Responsible HQ PO
- Building Status
- Status Date
- Transfer to PSO
- Land Ownership Code
- Occupants Indicator
- Status Utilization
- Seismic Exemption
- Seismic Essential

OSF Info Tab

If you designate a property as an Other Structure or Facility (OSF), the OSF Info tab appears in the Property File Folder. The Structure Replacement Plant Value (RPV) does not appear for leased structures. The OSF Info tab maintains the following general OSF information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Land Ownership Code
- Structure RPV
- Yr Acquired
- Deficiency Systems (1 – 5)

Land Info Tab

If you designate a property as land, the Land Info tab appears in the Property File Folder. The Land Info tab maintains the following general Land information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Acquisition Method Code
- From Acquisition Date
- To Acquisition Date

Trailer Info Tab

If you designate a property as trailer/modular, the Trailer Info tab appears in the Property File Folder. The Trailer Info tab maintains the following general Trailer/Modular information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Responsible HQ PO
- Trailer Status
- Status Date
- Transfer to PSO
- Occupants Indicator
- Trailer RPV
- Seismic Exemption
- Seismic Essential

Occupants Tab

If you designate a property as a building or trailer modular, the Occupants tab appears in the Property File Folder. The Occupants tab maintains the following occupancy information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Occupant ID
- Occupant Name
- Occupant Type
- No. of Employees

Handicap Tab

If you designate a property as a building or trailer/modular the Handicap tab appears in the Property File Folder. The Handicap tab is enabled if you designate a property in one of the following ways:

- DOE Owned or DOE Leased Building
- DOE Owned or DOE Leased detail Trailer/Modular

The Handicap tab maintains the following UFAS compliance information:

- Property ID
- Property Name
- Owned/Leased Indicator
- UFAS Compliance Indicator
- UFAS Exemption Code
- UFAS Justification

Dimensions Tab - Building

If you designate a property as a building, the Dimensions tab for buildings appears in the Property File Folder. The Dimensions tab maintains the following building dimensions:

- Property ID
- Property Name
- Owned/Leased Indicator
- Gross SQFT
- Net Occupiable - sqft
- No. of Buildings
- No. of Floors
- No. of Floors Below Grade
- Energy Consuming Buildings/Facilities
- Energy Consuming Industrial and Laboratory Facilities
- Energy Consuming Metered Process (Exempt) Facilities
- Non-Energy Consuming Buildings/Facilities
- Meters (1 – 4)
- EMS4 Site

Dimensions Tab - OSF

If you designate a property as an OSF, the Dimensions tab for OSF appears in the Property File Folder. The Dimensions tab maintains the following OSF dimensions:

- Property ID
- Property Name
- Owned/Leased Indicator

- Primary Quantity
- Primary Dimension Code
- Energy Consuming Buildings/Facilities
- Energy Consuming Industrial and Laboratory Facilities
- Energy Consuming Metered Process (Exempt) Facilities
- Meters (1 – 4)
- EMS4 Site

Dimensions Tab - Land

If you designate a property as land, the Dimensions tab for land appears in the Property File Folder. The Dimensions tab maintains the following land dimensions:

- Property ID
- Property Name
- Owned/Leased Indicator
- Urban Acreage
- Rural Acreage

Dimensions Tab - Trailer/Modular

If you designate a property as trailer/modular, the Dimensions tab for trailer/ modular appears in the Property File Folder. The Dimensions tab maintains the following trailer/modular dimensions:

- Property ID
- Property Name
- Owned/Leased Indicator
- Gross SQFT
- No. of Trailers
- Energy Consuming Buildings/Facilities
- Energy Consuming Industrial and Laboratory Facilities
- Energy Consuming Metered Process (Exempt) Facilities
- Non-Energy Consuming Buildings/Facilities
- Meters (1 – 4)
- EMS4 Site

RPV Tab

If you designate a property as an owned building, the RPV tab appears in the Property File Folder. The RPV tab maintains the following Replacement Plant Value calculation information:

- Property ID
- Property Name

- Owned/Leased Indicator
- Building RPV
- RPV Model
- Site Factor
- Geographic Factor

Cap Adjust Tab

If you designate a property as a building, OSF, or trailer/modular, the Cap Adjust tab appears in the Property File Folder. The Cap Adjust tab maintains the following Capital Adjustment information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Initial Acquisition Cost
- Total Adjustments
- Total Costs
- Capitalized Indicator
- Adjustment Date
- Adjustment Cost
- Adjustment Description

Condition Tab

If you designate a property as a building or trailer/modular, the Condition tab appears in the Property File Folder. The Condition tab maintains the following construction and condition information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Summary Condition
- Yr Acquired
- Yr Built
- Model Bldg
- Design Use
- Deficiency Systems (1 – 5)
- Seismic Comments

Notes Tab

All property types have the Notes tab in the Property File Folder. The Notes tab contains miscellaneous information about the property in a free text format. The Notes tab maintains the following information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Property Notes

Lease Detail 1 Tab

All property types designated as DOE Leased, Contractor Leased, or Permit have the Leased Detail 1 tab enabled in the Property File Folder. Based on the property type, certain fields on the Lease Detail 1 tab are optional or not allowed. The Lease Detail 1 tab, the first of two parts, maintains the following detailed lease information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Contract No
- Lessor
- Lessor Mailing Address
- Lessor City
- Lessor State
- Lessor Zip Code
- Location Address
- Location City
- Location State
- Lessee
- Lessee Cancellation Rights
- Lessee Cancellation Rights - Days
- Lessor Cancellation Rights
- Lessor Cancellation Rights - Days
- Effective Date
- Expiration Date
- Initial Lease Date
- Leased Square Feet
- Annual Rent
- Other Costs

Lease Detail 2 Tab

All property types designated as DOE Leased, Contractor Leased, or Permit have the Leased Detail 2 tab enabled in the Property File Folder. Based on the property type, certain fields on the Lease Detail 2 tab are optional or not allowed. The Lease Detail 2 tab, the second of two parts, maintains the following detailed lease information:

- Property ID

- Property Name
- Owned/Leased Indicator
- Contract No
- Renewal Options - Options
- Renewal Options - Additional Years
- Renewal Rent Next
- Renewal Options - Days Notice
- Annual Rent - Lab
- Annual Rent - Office
- Annual Rent - Other
- Escalation Year - Other
- Escalation Year - Services
- Escalation Year - Taxes
- Responsible Party - Interior
- Responsible Party - Exterior
- Responsible Party - Sewage
- Responsible Party - Janitorial
- Responsible Party - Utilities
- Responsible Party - Electric
- Responsible Party - Refuse

GSA Assigned Tab

Building property designated as GSA Owned or GSA Leased have the GSA Assigned tab enabled in the Property File Folder. The GSA Assigned tab maintains the following GSA rent bill information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Rent Paid to GSA
- Total Occupants
- Inside Parking
- Outside Parking
- Office Space
- Storage Space
- Special Space
- Total Space

Maintenance Tab

If you designate a property as an owned building, OSF, or trailer/mo dular, the Maintenance tab appears in the Property File Folder. The bottom portion of the Maintenance tab displays up to the previous five fiscal years of deferred maintenance/maintenance information. The Maintenance tab maintains the following deferred maintenance/maintenance information:

- Property ID
- Property Name
- Owned/Leased Indicator
- Maintenance Fiscal Year
- Deferred Maintenance Cost
- Inspection Date
- Annual Required Maintenance
- Annual Actual Maintenance
- Availability (for buildings only)
- Failure Rate Normal (for buildings only)
- Failure Rate Standby (for buildings only)
- Physical Barriers Preventing Inspection (for OSF only)

Building Maintenance Overview

When establishing a building, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Permit, GSA Owned, or GSA Leased. This designation determines building data entry requirements. To facilitate data entry, only required categories of Building information are enabled in the Property File Folder. For example, the Leased Info tabs are gray and disabled for a Building designated as DOE Owned. The following depict the tabs available for each type of building designation:

DOE Owned Building

For Buildings designated as DOE Owned, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- Building Info Tab
- Occupants Tab
- Dimensions Tab
- RPV Tab
- Cap Adjust Tab
- Condition Tab
- Maintenance Tab
- Notes Tab

- Handicap Tab

DOE Leased Building

For Buildings designated as DOE Leased, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- Building Info Tab
- Occupants Tab
- Dimensions Tab
- Cap Adjust Tab
- Condition Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab
- Notes Tab
- Handicap Tab

Contractor Leased Building

For Buildings designated as Contractor Leased, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- Building Info Tab
- Occupants Tab
- Dimensions Tab
- Cap Adjust Tab
- Condition Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab
- Notes Tab

Permit Building

For Buildings designated as Permit, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- Building Info Tab
- Occupants Tab
- Dimensions Tab
- Cap Adjust Tab
- Condition Tab
- Lease Detail 1 Tab

- Lease Detail 2 Tab
- Notes Tab

GSA Owned or GSA Leased Building

For Buildings designated as GSA Owned or GSA Leased, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- GSA Assigned Tab
- Notes Tab

Adding a Building

To add a new Building, open the Property File Folder by clicking the Building icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Building** option. If the Browse window appears, you need to press the **Cancel** button to close the Browse window. Once the Property File Folder is open, choose the **New...** button. The New Building window contains the following fields that can be input:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Leased Indicator
- Initial Acquisition Cost
- Estimate Indicator
- MARS Asset Type
- MARS Reporting Source

To establish a new Building, enter the requested Building information and press the **OK** button. This returns you to the Property File Folder where you can continue to add Building information. When you are finished entering information for the new Building, press the **Save** button. Information contained on all tabs of the current Building is saved.

Updating a Building

To modify a Building, open the Property File Folder by clicking the Building icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Building** option. If the Browse window appears, select the building you wish to update and press the **OK** button to retrieve the building and close the Browse window. If the Browse window is not displayed, and the current building is not the building you wish to update, press the **Browse...** button, and select the desired building. Information displayed on the various tabs of the Property File Folder may be manipulated using standard Property File Folder Command Buttons and Data Entry Controls.

Deleting a Building

NOTE: All Buildings should be Archived. A Building should not be deleted unless it is an entry error or correction. To delete a Building, open the Property File Folder by clicking the Building icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Building** option. It is important to note that deleting a Building, deletes **all** associated Building records (i.e. Capital Adjustments, Lease Information, etc.). If the Browse window appears, select the Building you wish to delete and press the **OK** button to retrieve the building and close the Browse window. If the Browse window is not displayed, and the current Building is not the Building you wish to delete, press the **Browse...** button, and select the desired Building. Once the Building window is open, choose the **Delete** button. A message box displays asking you to confirm the delete operation.

OSF Maintenance Overview

When establishing an OSF, you must designate it as DOE Owned, DOE Leased, Contractor Leased, or Permit. An OSF must also be designated as a Summary or Detail level record. Summary OSF records contain properties of the same usage type that have been summarized into one record. Detail OSF records contain one property. These designations determine OSF data entry requirements. To facilitate data entry, only required categories of OSF information are enabled in the Property File Folder. For example, the Leased Info tabs are gray and disabled for an OSF designated as DOE Owned. The following depict the tabs available for each type of OSF designation:

DOE Owned OSF

For OSF designated as DOE Owned, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- OSF Info Tab
- Dimensions Tab
- Cap Adjust Tab
- Maintenance Tab
- Notes Tab

DOE Leased OSF

For OSF designated as DOE Leased, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- OSF Info Tab
- Dimensions Tab
- Cap Adjust Tab
- Notes Tab
- Lease Detail 1 Tab

- Lease Detail 2 Tab

Contractor Leased OSF

For OSF designated as Contractor Leased, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- OSF Info Tab
- Dimensions Tab
- Cap Adjust Tab
- Notes Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab

Permit OSF

For OSF designated as Permit, the following tabs of information are enabled in the Property File Folder:

- Prop Info Tab
- OSF Info Tab
- Dimensions Tab
- Cap Adjust Tab
- Notes Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab

Adding an OSF

To add a new OSF, open the OSF window by clicking the OSF icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update OSF** option. If the Browse window appears, you need to press the **Cancel** button to close the Browse window. Once the OSF window is open, choose the **New...** button. The New OSF window contains the following fields:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Leased Indicator
- Summary/Detail Indicator
- Initial Acquisition Cost
- Estimate Indicator
- MARS Asset Type

- MARS Reporting Source

To establish a new OSF, enter the requested OSF information and press the **OK** button. This returns you to the Property File Folder where you can continue to add OSF information. When you are finished entering information for the new OSF, press the **Save** button. Information contained on all tabs of the current OSF is saved.

Updating an OSF

To modify an OSF, open the OSF window by clicking the OSF icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update OSF** option. If the Browse window appears, select the OSF you wish to update and press the **OK** button to retrieve the OSF and close the Browse window. If the Browse window is not displayed, and the current OSF is not the OSF you wish to update, press the **Browse...** button, and select the desired OSF. Information displayed on the various tabs of the Property File Folder may be manipulated using standard File Folder Command Buttons and Data Entry Controls.

Deleting an OSF

NOTE: All OSFs should be Archived. An OSF should not be deleted unless it is an entry error or correction. To delete an OSF, open the OSF window by clicking the OSF icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update OSF** option. It is important to note that deleting an OSF, deletes **all** associated OSF records (i.e. Capital Adjustments, Lease Information, etc.). If the Browse window appears, select the OSF you wish to delete and press the **OK** button to retrieve the OSF and close the Browse window. If the Browse window is not displayed, and the current OSF is not the OSF you wish to delete, press the **Browse...** button, and select the desired OSF. Once the OSF window is open, choose the **Delete** button. A message box displays asking you to confirm the delete operation.

Land Maintenance Overview

When establishing a Land record, you must designate it as DOE Owned, DOE Leased, Contractor Leased, or Permit. This designation determines land data entry requirements. To facilitate data entry, only required categories of Land information are enabled in the Property File Folder. For example, the Leased Info tabs are gray and disabled for a Land designated as DOE Owned. The following depict the tabs available for each type of land designation:

DOE Owned Land

For Land designated as DOE Owned, the following tabs of information are displayed in the Property File Folder:

- Prop Info Tab
- Land Info Tab
- Dimensions Tab
- Notes Tab

DOE Leased Land

For Land designated as DOE Leased, the following tabs of information are displayed in the Property File Folder:

- Prop Info Tab
- Dimensions Tab
- Notes Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab

Contractor Leased Land

For Land designated as Contractor Leased, the following tabs of information are displayed in the Property File Folder:

- Prop Info Tab
- Dimensions Tab
- Notes Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab

Permit Land

For Land designated as Permit, the following tabs of information are displayed in the Property File Folder:

- Prop Info Tab
- Dimensions Tab
- Notes Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab

Adding Land

To add a new Land record, open the Land window by clicking the Land icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Land** option. If the Browse window appears, you need to press the **Cancel** button to close the Browse window. Once the Land window is open, choose the **New...** button. The New Land window contains the following fields:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Leased Indicator
- Initial Acquisition Cost

- Estimate Indicator
- MARS Asset Type
- MARS Reporting Source

To establish a new Land record, enter the requested Land information and press the **OK** button. This returns you to the Property File Folder where you can continue to add Land information. When you are finished entering information for the new Land, press the **Save** button. Information contained on all tabs of the current Land record is saved.

Updating Land

To modify Land, open the Land window by clicking the Land icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Land** option. If the Browse window appears, select the Land you wish to update and press the **OK** button to retrieve the Land and close the Browse window. If the Browse window is not displayed, and the current Land is not the Land you wish to update, press the **Browse...** button, and select the desired Land. Information displayed on the various tabs of the Property File Folder may be manipulated using standard File Folder Command Buttons and Data Entry Controls.

Deleting Land

NOTE: All Land should be Archived. Land should not be deleted unless it is an entry error or correction. To delete Land, open the Land window by clicking the Land icon on the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Land** option. It is important to note that deleting Land, deletes **all** associated Land records (i.e. Dimensions, Lease Information, etc.). If the Browse window appears, select the Land you wish to delete and press the **OK** button to retrieve the Land and close the Browse window. If the Browse window is not displayed, and the current Land is not the Land you wish to delete, press the **Browse...** button, and select the desired Land. Once the Land window is open, choose the **Delete** button. A message box displays asking you to confirm the delete operation.

Trailer/Modular Maintenance Overview

When establishing a Trailer/Modular, you must designate it as DOE Owned, DOE Leased, or Contractor Leased. A Trailer/Modular must also be designated as a Summary or Detail level record. Summary trailer/modular records contain multiple properties of the same usage type that have been summarized into one record. Detail trailer/modular records contain one property. These designations determine Trailer/Modular data entry requirements. To facilitate data entry, only required categories of Trailer/Modular information are enabled in the Property File Folder. For example, the Leased Info tabs are gray and disabled for a Trailer/Modular designated as DOE Owned. The following depict the tabs available for each type of trailer/modular designation:

DOE Owned Trailer/Modular

For a Trailer/Modular designated as DOE Owned, the following tabs of information are displayed in the Property File Folder:

- Prop Info Tab
- Trailer Info Tab
- Occupants Tab
- Handicap Tab (Detail Trailer/Modular Only)
- Dimensions Tab
- Cap Adjust Tab
- Condition Tab
- Maintenance Tab
- Notes Tab

DOE Leased Trailer/Modular

For a Trailer/Modular designated as DOE Leased, the following tabs of information are displayed in the Trailer/Modular File Folder:

- Prop Info Tab
- Trailer Info Tab
- Occupants Tab
- Handicap Tab (Detail Trailer/Modular only)
- Dimensions Tab
- Cap Adjust Tab
- Condition Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab
- Notes Tab

Contractor Leased Trailer/Modular

For a Trailer/Modular designated as Contractor Leased, the following tabs of information are displayed in the Property File Folder:

- Prop Info Tab
- Trailer Info Tab
- Occupants Tab
- Dimensions Tab
- Cap Adjust Tab
- Condition Tab
- Lease Detail 1 Tab
- Lease Detail 2 Tab

- Notes Tab

Adding a Trailer/Modular

To add a new Trailer/Modular, open the Trailer/Modular window by clicking the Trailer/Modular icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Trailer/Modular** option. If the Browse window appears, you need to press the **Cancel** button to close the Browse window. Once the Trailer/Modular window is open, choose the **New...** button. The New Trailer/Modular window contains the following fields:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Leased Indicator
- Summary/Detail Indicator
- Initial Acquisition Cost
- Estimate Indicator
- MARS Asset Type
- MARS Reporting Source

To establish a new Trailer/Modular, enter the requested Trailer/Modular information and press the **OK** button. This returns you to the Property File Folder where you can continue to add Trailer/Modular information. When you are finished entering information for the new Trailer/Modular, press the **Save** button. Information contained on all tabs of the current Trailer/Modular is saved.

Updating a Trailer/Modular

To modify a Trailer/Modular, open the Trailer/Modular window by clicking the Trailer/Modular icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Trailer/Modular** option. If the Browse window appears, select the Trailer/Modular you wish to update and press the **OK** button to retrieve the Trailer/Modular and close the Browse window. If the Browse window is not displayed, and the current Trailer/Modular is not the Trailer/Modular you wish to update, press the **Browse...** button, and select the desired Trailer/Modular. Information displayed on the various tabs of the Property File Folder may be manipulated using standard File Folder Command Buttons and Data Entry Controls.

Deleting a Trailer/Modular

NOTE: All Trailers/Modulars should be Archived. A Trailer/Modular should not be deleted unless it is an entry error or correction. To delete a Trailer/Modular, open the Trailer/Modular window by clicking the Trailer/Modular icon of the FIMS Toolbar or selecting the **Property** main menu item and choosing the **Update Trailer/Modular** option. It is important to note that deleting a Trailer/Modular,

deletes **all** associated Trailer/Modular records (i.e. Capital Adjustments, Lease Information, etc.). If the Browse window appears, select the Trailer/Modular you wish to delete and press the **OK** button to retrieve the Trailer/Modular and close the Browse window. If the Browse window is not displayed, and the current Trailer/Modular is not the Trailer/Modular you wish to delete, press the **Browse...** button, and select the desired Trailer/Modular. Once the Trailer/Modular window is open, choose the **Delete** button. A message box displays asking you to confirm the delete operation.

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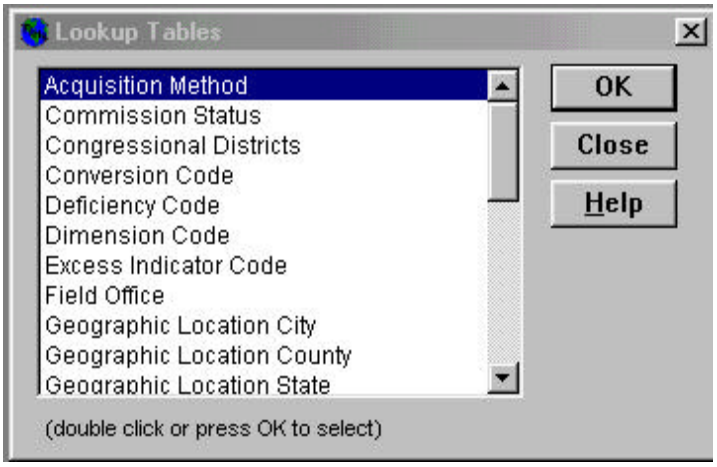
6. FIMS Tables

Table Overview

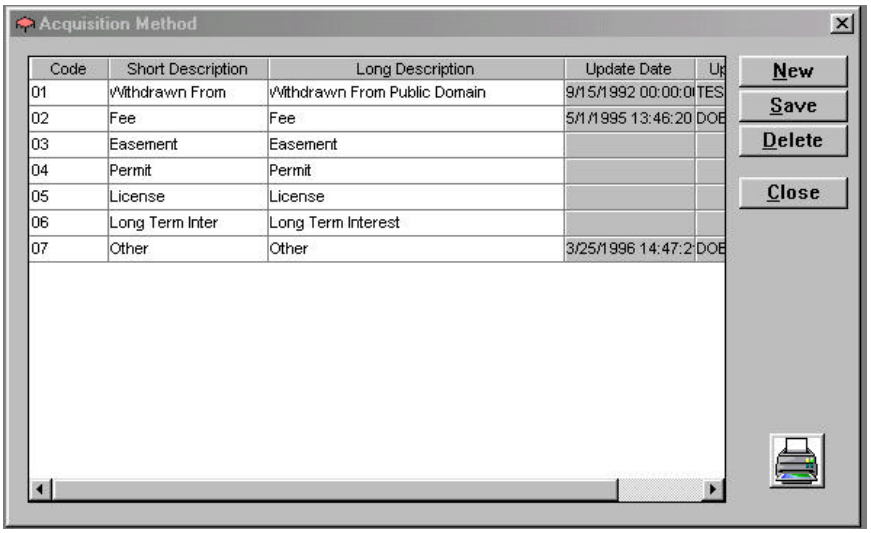
FIMS maintains two categories of tables, Lookup Tables and Control Tables. Lookup tables contain support information for FIMS, for example, Usage Codes and Geographic Locations. Control tables contain application parameter information for FIMS. All table maintenance is performed by the FIMS System Administrator (Headquarters). All other security levels have the ability to inquire on table information.

Lookup Tables

To access the Lookup Tables, click on the Tables icon of the FIMS Toolbar or select the **Tables** main menu item and choose the **Lookup...** option. The following window is displayed:



To display a particular table, select the table name and press the **OK** button, or double-click on the desired table. Lookup tables are presented in a row-and-column format with grid lines.



If more information exists than can fit in the window, scroll bars appear allowing you to move unseen parts of the window into view. The column display can be manipulated similar to a spreadsheet package as follows:

Display Controls	
Resize Columns	Drag the grid line to the desired column width.
Reorder Columns	Select the desired column and drag it to the new location.

Provided below is a list of Lookup Tables and their intended purpose. Detailed descriptions of these tables can be found in the *Lookup Table Descriptions* appendix of this manual. Due to the size of the Geographic Location and Congressional Districts tables, they are not included in that section.

Acquisition Method - Codes indicating the method used to acquire land.

Commission Status - Codes indicating the current status of the building/trailer.

Congressional District - Codes indicating the Congressional District of a site.

Deficiency Systems - Codes identifying inadequate subsystems in a building, OSF, or trailer/modular.

Excess Indicator (Site) - Codes indicating whether a site is excess or the current status of the site.

Field Office - Codes identifying the various DOE Field Offices.

Geographic Location State - Codes identifying the GSA State codes.

Geographic Location City - Codes identifying the GSA City codes.

Geographic Location County - Codes identifying the GSA County codes.

Hazard Category - Codes identifying the hazard categories that describe the hazards associated with a building, OSF, or trailer/modular.

Justification Code - Codes identifying the reasons a building/trailer may be exempt from UFAS compliance.

Landlord Funding Program - Contains the valid budget and reporting (B&R) codes used to identify a specific program.

Land Ownership - Codes identifying the type of ownership or means of control of the land on which a DOE building or OSF is constructed.

M&O Contractor - Codes identifying the valid M&O Contractors.

MARS Asset Type - Codes identifying the asset type that is assigned by the Management Analysis Reporting System (MARS).

MARS Reporting Source - Codes identifying the institution or contract group who has financial management responsibility for the real property that is assigned by the Management Analysis Reporting System (MARS).

Model Building - Codes that define the structural type of a building/trailer.

Owned/Leased - Codes indicating the type of ownership DOE has on the real property.

Program Office - Codes identifying the DOE Program Offices.

Responsible HQ Program Office - Codes identifying the DOE Program Office divisions.

RPV Model - Codes identifying the replacement plant value models associated with the building usage codes. This table contains the replacement plant value unit cost and a construction description for each model.

Seismic Exemption - Codes identifying the reasons a building is exempt from the Seismic EO 12941.

UFAS Exemption Code - Codes identifying whether a building/trailer is exempt from complying with UFAS.

Usage Code - Codes identifying the various current property uses as well as Design Use. Each property type has a set of valid codes. In addition, the table also contains primary units of measure for OSFs.

Control Tables

Control tables define FIMS application parameters. These tables are also accessible from the Lookup Table selection window. The major difference between these tables and the lookup tables is the lookup tables populate pick lists, while these tables control how screens are built, or how the system operates on certain values.

Provided below is a list of all Control Tables and their intended purpose.

Conversion Code Table - Specifies the conversion factor used to convert English dimensions to the metric equivalent. It is referenced by entries in the Dimension Code Table.

Dimension Code Table - Contains the dimensions supported by the FIMS application. It is referenced by the application and by the entries in the Usage Code table.

System Error Message Table - Allows the FIMS System Administrator (HQ) to customize the error and informational messages displayed by FIMS.

Maintaining the FIMS Tables

The FIMS System Administrator (Headquarters) is the only FIMS User that can update Lookup and Control Tables.

If you are a FIMS System Administrator (Headquarters), the **New**, **Save**, **Delete**, and **Close** buttons are displayed in the Lookup Table window. All other FIMS Users have the **Close** button only.

To update a table, click on the Tables icon of the FIMS Toolbar or select the **Tables** main menu item and choose the **Lookup...** option. Select the table you wish to update from the Lookup Tables selection window. Perform one of the following operations:

- To add a new record, press the New button, type in the desired entry, and press the **Save** button to commit the add.
- To modify a record, change the record(s), and press the **Save** button to commit the change. Note that pressing the Save button saves all changes and additions that have been made since the last save or the open of the window.
- To delete a record, select the record you wish to delete by clicking on the key field with the mouse, or tabbing to the record, and pressing the **Delete** button.

7. User Security

Security Overview

FIMS is an unclassified computer system owned and operated by the Department of Energy. The FIMS user must adhere strictly to the security measures and internal controls that have been established at their location. FIMS is protected from unauthorized access through the use of passwords. Each FIMS user is assigned a user ID and password. The user ID is valid for one year from the time of last access. The password is valid for six months from the time of last change. If you login to the system two weeks prior to your password expiring, you are asked if you wish to change your password. If you elect to change it, you are not asked again until it is ready to once again expire. If you do not change your password, the system continues to ask until it does expire, at which time you do not have a choice, but must change it. You may login to the system for up to one year from the last time you logged in and still change your expired password, if you try to enter the system after the one year period, you must call your Field/Operations Office System Administrator (or FIMS System Administrator (Headquarters) if your Field/Operations Office System Administrator is not available) to reinstate your expired user ID.

In addition to your password, your system access is also control by the security level assigned to your user ID. Add, Update, and Delete access to all FIMS records is controlled by the assigned security level. All users, regardless of security level, have Inquire access to all FIMS information.

Security Levels

Add, Update, and Delete access to FIMS is controlled by the security level assigned when the user ID/password is established. It is necessary to specify the security access level when requesting a FIMS user ID and password. The access levels are described below.

FIMS System Administrator (Headquarters)

- Add, Update, and Delete access to all records.
- Authority to establish the security records for all other FIMS users including *Immortal Guests.*

Field/Operations Office System Administrator

- Update access to all sites and areas within the specified field/operations office.
- Add, Update, and Delete access to all Property records within the specified field/operations office.
- Authority to establish security records for field/operations office, site, and *Guest* level users within the specified field/operations office.

Field/Operations Office User

- Update access to all sites and areas within the specified field/operations office.
- Add, Update, and Delete access to all Property records within the specified field/operations office.

Site System Administrator

- Update access to the site and all area records within the specified site.
- Add, Update, and Delete access to all Property records within the specified site.

Guest

- Inquire access only to all FIMS data.

Immortal Guest

- Inquire access only to all FIMS data.
- Not subject to the login expiration policy.

Request for User ID

A FIMS *Request for User ID* form is provided in the Forms section of this manual for requesting FIMS access. Complete the form according to instructions on the back and submit it to the cognizant System Administrator as specified below. The cognizant System Administrator will acknowledge the request by assigning a user identification or denying the request. If a request is denied an explanation will be provided to the requester.

If You Are:	Submit FIMS User ID Request to:
Field/Operations Office System Administrator	FIMS System Administrator (Headquarters)
Other Field/Operations Office Personnel	Field/Operations Office System Administrator
Site System Administrator	Field/Operations Office System Administrator
Other Site Personnel	Site System Administrator (who forwards request to Field/Operations Office System Administrator)

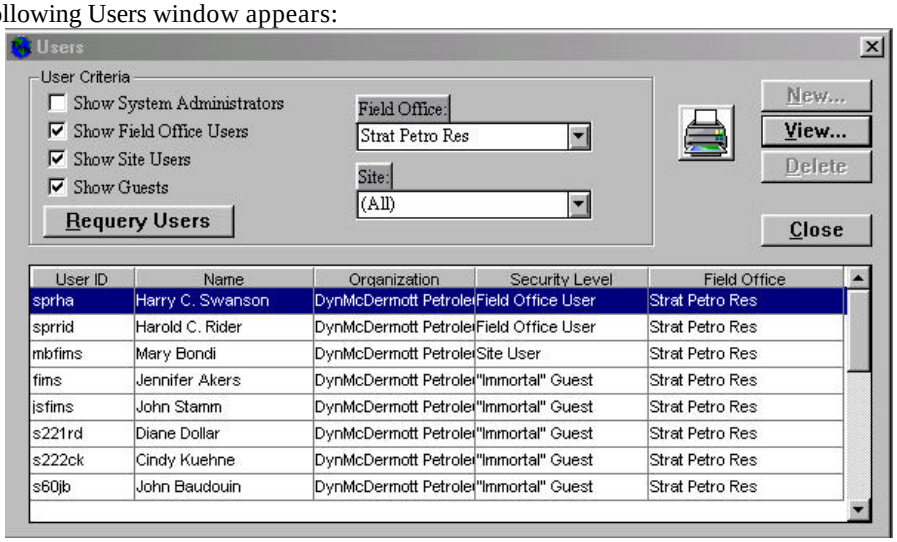
Request for Reinstating a User ID

If your user ID has expired and you can no longer access FIMS, you must complete the FIMS *Request for User ID* form provided in the Forms section of this manual. If you don't remember your password please request that another be assigned to you at the time of reinstatement. If you do remember your password, you will be prompted to change it upon entering FIMS after your user ID has been reinstated.

The completed form should be submitted to the cognizant System Administrator as defined in the previous section.

Browse Users

Field/Operations Office Users, Site System Administrators, Guest and Immortal Guest have view only access to all FIMS user records. To browse the FIMS users, select the **Options** main menu item, and choose the **Browse Users...** option. The following Users window appears:



The top portion of the window allows you to change the resulting list of users based on Security Level, Field Office and Site restrictions. To see a particular user record, select the user and then press the **View...** button.

To print the user list, click the **Print** button.

User Options

The FIMS application allows you to customize various system settings or user options. To display and modify your user options, select the **Options** main menu item, and choose the **User Options...** option. User Option information is grouped into the following categories or activities:

- User Information (User Info)
- Default Navigator Locations (Locations)
- Change Password (Password)
- Application Settings (Application)

User Info

The User Info tab allows you to update your phone, FAX number and e-mail address. The User Info tab contains the following general information:

- User ID
- User Name
- Organization
- Phone Number
- Fax Number
- E-mail Address

Locations

The Locations tab allows you to change the Navigator settings. You can change the setting for the current session, or change your default setting when you log into the system. The Locations tab contains the following fields:

- Field Office Restriction
- Site Restriction
- Field Office Default
- Site Default
- Area Default

Password

The Password tab allows you to change your password at any time. Your password may consist of four to eight alphanumeric characters. The first character of the password however must be alphabetic.

To change your password, type your old password, type your new password, and retype the new password to verify it. Once you have successfully entered a new password, confirm the password by press the **Save** button. The Password tab contains the following fields:

- Old Password
- New Password
- Verify Password

Application

The Application tab allows you to customize how FIMS behaves when you initiate a particular action. For example, if you are spending the week adding Property records, you would want to select the *Create New Property* action whenever you opened the Property window. The Application tab contains the following options:

Action	Options
Opening the Property Window	*Show Browse Window* - Displays the Browse Window whenever you enter the Property (Building, OSF, Land, Trailer/ Modular) File Folder window.
	Create New Property - Display the New Property (Building, OSF, Land, Trailer/ Modular) window when you initially enter the Property File Folders.
	Edit Property - Opens the Property (Building, OSF, Land, Trailer/Modular window with the first record displayed.
Warning on Delete	*Single Confirm* - The system asks you once if you are sure you would like to delete the selected Site, Area, or Property record.
	Double Confirm - The system asks you twice if you are sure you would like to delete the selected Site, Area, or Property record.
	Double Confirm and Beep - The system asks you twice if you are sure you would like to delete the selected Site, Area, or Property record, and the system beeps at you to warn you of the deletion.

Responsibilities and Authorities

FIMS System Administrator (Headquarters)

- Authorizes the DOE Field/Operations Office System Administrator to manage the request for access to FIMS through the assignment of user IDs and passwords.
- Adds, deletes, updates or reinstates the user ID and password of the Field/Operations Office System Administrator, Guest, and Immortal Guest.
- Adds, deletes, updates, and reinstates any user ID and password in the event the Field/Operations Office System Administrator is unavailable.

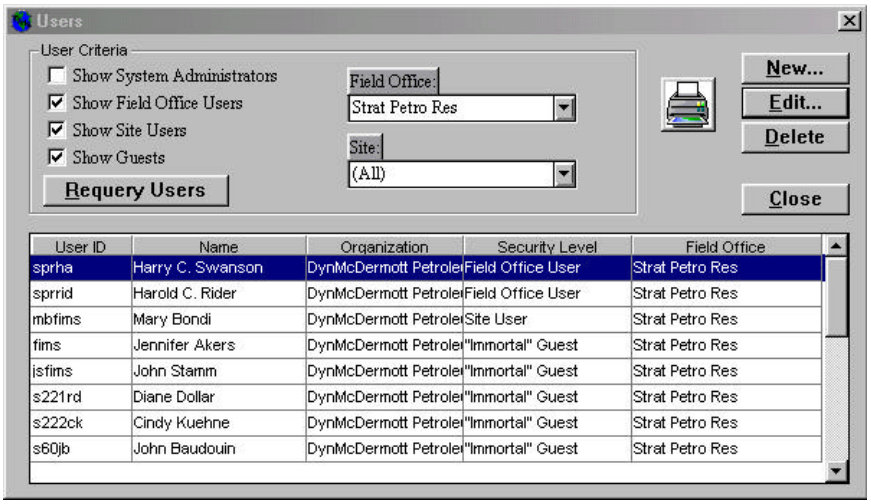
Field/Operations Office System Administrator

- Reviews and approves the request for user IDs and passwords from individuals under the purview of the specified field/operations office.
- Adds, deletes, updates or reinstates field/operations office, site, and guest users under the purview of the field/operations office.
- Maintains a current record of all FIMS users under the purview of the field/operations office.
- Distributes documentation, memos, agendas, installation software and all other FIMS related materials to the respective FIMS users at their field/operations office.

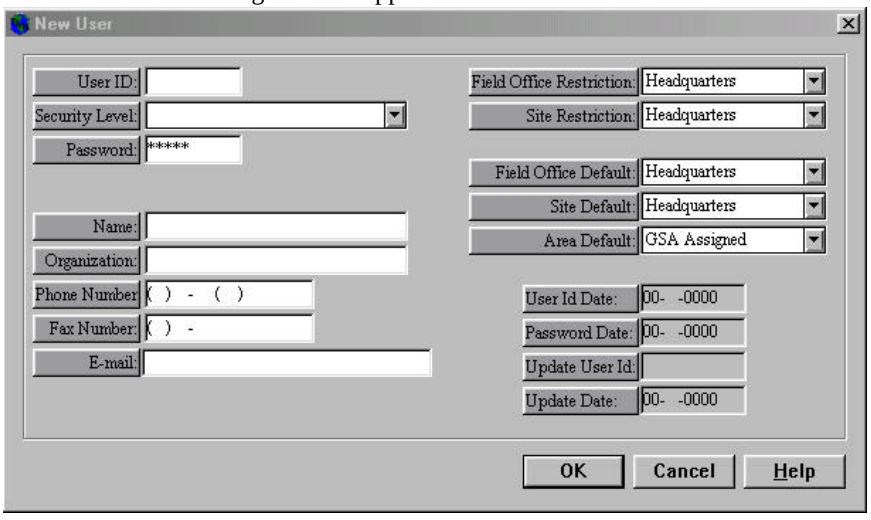
Adding a User

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can add new users to the system.

If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can add a new user by selecting the **Options** main menu item and choosing the **Modify Users...** option. The Users window appears as follows:



The top portion of the window allows you to modify the resulting list of users based on Security Level, Field Office and Site restrictions. To add a new user, press the **New...** button. The following window appears:



To establish a new user the following information must be entered:

- User ID
- Security Level

- New Password
- User Name
- Organization
- Phone Number
- Fax Number
- E-mail Address
- Field Office Restriction
- Site Restriction
- Field Office Default
- Site Default
- Area Default

Updating a User

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can update user information.

If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can update user information by selecting the **Options** main menu item, and choosing the **Modify Users...** option. Once the Users window is open, select the user you wish to modify, and press the **Edit...** button. The following information may be updated:

- User Id
- Security Level
- Old Password
- User Name
- Organization
- Phone Number
- Fax Number
- E-mail Address
- Field Office Restriction
- Site Restriction
- Field Office Default
- Site Default
- Area Default

When a user that the Field/Operations Office System Administrator does not have security to modify is selected, the **Edit...** button changes to **View...** allowing the Administrator to view a limited subset of user information.

Reinstating an Expired User ID

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can re-instate a User ID.

User ID's are valid for one year from the last logon date. If the User ID has expired, the FIMS System Administrator (Headquarters) or the Field/Operations Office System Administrator can reinstate the user. Select the **Options** main menu item and choose the **Modify Users...** option. Once the Users window is open, select the user you wish to reinstate, and press the **Edit...** button. This opens the Edit User window, you can reinstate the user by pressing the **Renew** button. Note that this button is only enabled if the record displayed is an expired user.

Pressing the **Renew** button updates the User ID Date, if the user does not remember his or her password, you must also change the password, and press the **OK** button. If you do not update the password, the next time this user logs into the system, they will be prompted to change their password.

Deleting a User

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can delete a user from the system.

If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can delete a user by selecting the **Options** main menu item and choosing the **Modify Users...** option. Once the Users window is open, select the user you wish to delete, and press the **Delete** button. A message box appears asking you to confirm the delete operation. If you press the **OK** button, the user is permanently removed from the FIMS application.

8. FIMS Reporting

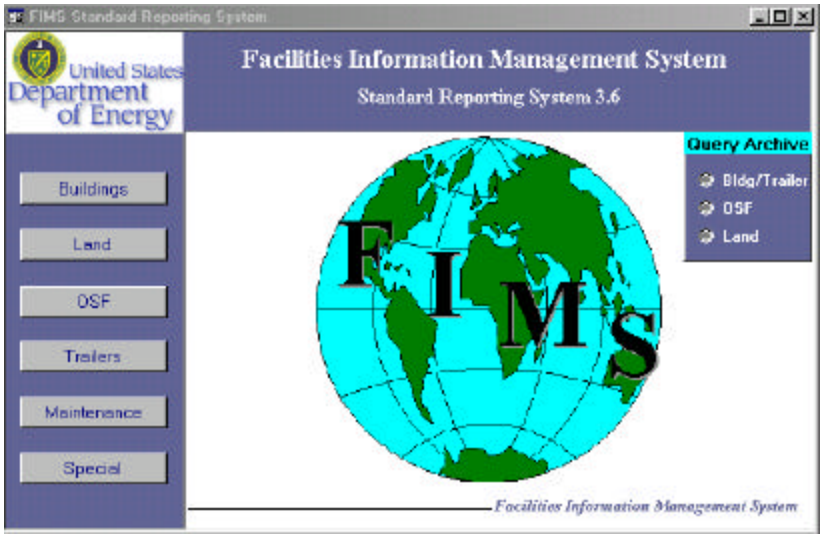
Reporting Overview

The Facilities Information Management System (FIMS) provides a set of standard reports. These standard reports include detailed and summary level information on Buildings, Land, OSFs, and Trailers. These reports can be previewed or printed directly from the PC desktop. FIMS also provides for custom reporting through the use of Microsoft Access 97/Access 2000, the ad hoc querying/reporting tool.

The standard reports reside in a Microsoft Access 97 database file named STDRPT97.MDB or an Access 2000 database file named STDRPT2K.MDB. The custom reports database is named CUSTOM97.MDB if you are using Access 97 or CUSTOM2K.MDB is you are using Access 2000. Since the standard reports and queries were created using Microsoft Access, they can be duplicated to create your own custom reports and queries. NOTE: It is important that you do not change the standard reports and queries.

Standard Reports

To generate a standard report, from your PC desktop double click the FIMS Reports 3.6 shortcut. The following window is displayed:



Choose the reporting category (Buildings, Land, OSF, Trailers, Maintenance, or Special) by clicking on the appropriate button. Then select the desired report from the report selection list to preview.

The majority of the reports will prompt you for selection criteria. Place the mouse cursor over the desired report and a report tip will display that identifies the prompts for the specific report. An asterisks (*) may be input into the prompts as a wildcard character reflecting a request for everything. Note: It is not advised to run the reports for the entire database, the resulting reports may be very large.

To print a report, click the Print button on the toolbar.

To exit the Report window, click the Close button in the upper right hand corner of the window.

The Windows Print Manager is used to handle all print routing and options. Refer to your windows help and documentation on routing printers, etc.

Custom Reports

Custom reports are designed and generated using Access 97/Access 2000. Use the CUSTOM97.MDB or CUSTOM2K.MDB database file to design your custom queries and reports. Refer to the Microsoft Access manuals and help for assistance developing queries and reports.

9. Download Processing

Download Overview

The FIMS download process transfers data from the FIMS database and stores it locally on your PC in a standalone database. You initiate the FIMS download process. You may wish to download FIMS data to perform local ad-hoc reporting or to capture your data at a given time period for records keeping.

FIMS Download

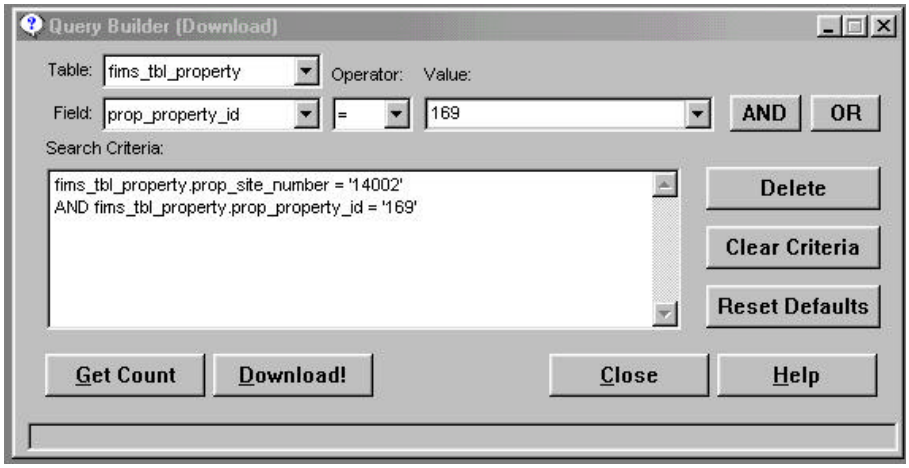
The FIMS download process downloads Field Office, Site, Area, and Property data from the FIMS database to a Microsoft Access database on your PC. For example, all information associated with a building (Capital Adjustments, Handicap Information, Maintenance...) is downloaded for building property types. Downloading data allows you to create and run adhoc reports and queries without an established connection to the FIMS database. Once the data is downloaded into Access, you may use any of the Access functions including the ability to export data into various file formats for use in other off-the-shelf applications. For more information on how to export data, refer to your Microsoft Access documentation.

Data is downloaded to a local Microsoft Access data base file called **DOWNLOAD.MDB**. If data exists in this database already, it will be overlaid with each new download request. **DOWNLOAD.MDB** mirrors the FIMS database in structure. When you initiate the download process you are asked to narrow down the requested data before performing the download. Although it is possible to download the entire FIMS database, it is not recommended due to local disk space considerations and the length of time involved.

The download process utilizes the Query Builder (Download) window. It allows you to select the data you wish to download. Query Builder functionality is covered in *FIMS Basics, Query Builder* section.

The Query Builder (Download) operates very much like the FIMS Query Builder. Keep in mind that the query criteria may be used to retrieve a large number of records or it may be used to retrieve a small number of records. Always use the **Get Count** button to display the number of property records found that meets the selection criteria before you download.

Downloading an Entire Field Office



Use the following steps to generate a download request for an entire Field Office:

1. Initiate the download by selecting the **File** main menu item, and choosing the **Download**. The Query Builder (Download) window will display (see above).
2. Select the **FIMS_TBL_SITE** from the Table picklist.
3. Select the **SITE_FLDO_FIELD_OFFICE** from the Field picklist.
4. Select the equal sign ("=") from the Operator picklist.
5. Enter the Field Office number in the **Value** box or use the picklist to choose the desired Field Office. Click the **AND** button to record the criteria in the **Search Criteria** box.
6. Click the **Get Count** button to display the number of records that will be downloaded.
7. Click the **Download!** button to begin the download.
8. Indicate the local directory where the DOWNLOAD.MDB file will be placed, for example C:\PROGRAM FILES\FIMS.
9. When you receive the "Completed!" message, click the **Close** button.
10. Click the **Close** button to exit the Query Builder (Download) window.

Downloading an Entire Site

Use the following steps to generate a download request for an entire Site:

1. Follow steps 1 and 2 for *Downloading an Entire Field Office*.
2. Select the **SITE_NUMBER** from the Field picklist.
3. Select the equal sign ("=") from the Operator picklist.
4. Enter the Site Number in the **Value** box or use the picklist to choose the desired Site Number. Click the **AND** button to record the criteria in the **Search Criteria** box.
5. Follow steps 6 through 10 for *Downloading an Entire Field Office* to complete the process.

Downloading an Entire Area

Use the following steps to generate a download request for an entire Area:

1. Follow step 1 for *Downloading an Entire Field Office*.
2. Select the **FIMS_TBL_AREA** from the Table picklist.
3. Select the **AREA_SITE_NUMBER** from the Field picklist.
4. Select the equal sign ("=") from the Operator picklist.
5. Enter the Site Number in the **Value** box or use the picklist to choose the Site Number the Area is in. Click the **AND** button to record the criteria in the **Search Criteria** box.
6. Select the **AREA_NUMBER** from the Field picklist.
7. Select the equal sign ("=") from the Operator picklist.
8. Enter the Area Number in the **Value** box or use the picklist to choose the desired Area Number. Clicking the **AND** button to record the criteria in the **Search Criteria** box.
9. Follow steps 6 through 10 for *Downloading an Entire Field Office* to complete the process.

This produces a query with two criteria based on the AREA_SITE_NUMBER and AREA_NUMBER fields.

Downloading a Property

Use the following steps to generate a download request for a property:

1. Follow step 1 for *Downloading an Entire Field Office*.
2. Select the **FIMS_TBL_PROPERTY** from the Table picklist.
3. Select the **PROP_PROPERTY_ID** from the Field picklist.
4. Select the equal sign ("=") from the Operator picklist.
5. Enter the Property ID number in the **Value** box or use the picklist (using the picklist may take a significant amount of time) to choose the desired value. Click the **AND** button to record the criteria in the **Search Criteria** box.
6. Repeat steps 2 through 5 with different tables, fields, operators and values as desired. Note: Due to the possibility of two or more properties having the same **PROP_PROPERTY_ID** values but with different sites, it is advisable to include **PROP_SITE_NUMBER** in the criteria.
7. Follow steps 6 through 10 for *Downloading an Entire Field Office* to complete the process.

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10. Upload Processing

Upload Overview

In order to reduce duplicate data entry, the FIMS application provides an Upload process. The Upload process incorporates data from external sources into the FIMS database. There are two parts to the upload process. The first part extracts the data from a local information source. This step is to be performed by the various programmers supporting the local information source. The second part uploads the data into the FIMS database.

Property, in the form of Buildings, OSFs, Land, and Trailers/ Modulars, records may be uploaded via the FIMS Upload process. Records can only be uploaded as an add or update. If you wish to delete a record, you must do so through the FIMS data entry screens. Extract records to be added or updated must conform to a given file format specification.

The Upload process is initiated via a menu item selection which requests the location of the files to be uploaded. The data being uploaded is subject to the same validation criteria applied by the FIMS application. Data that meets data entry requirements is moved to the FIMS database. Data that fails to meet data entry requirements is reported to you in the Upload Log Report.

The Upload process requires 2 files, one to specify which fields are to be uploaded, and the other to contain the data to be uploaded. These 2 files will be named using the following convention:

The fields file will be named UPLDFLDS.nnn. The data file will be named UPLDDATA.nnn. Where the matching .nnn extension specifies a sequence number from 001 through 011. Each set of upload files must consist of the above two files (e.g. a set would be UPLDFLDS.001 and UPLDDATA.001). The upload process associates the data file with the fields file using the extension number. Up to 11 sets may be uploaded at a time.

The fields file will contain data field names of the table that are to be added/updated. Each line will contain one data field name. The data file will contain data in fixed field width format. Each line will contain one record to be uploaded. Each set of 2 files will upload one or more records into one table, such as the building table or the capital adjustment table. The set of 2 files is then placed in a directory where the FIMS upload process can access them.

The process will perform as follows for each upload file set:

- If the key field matches an existing record, that record will be updated,

- If the key field does not match an existing record, a new record will be created if all required data is supplied to add a new record.
- Errors such as referential integrity, security, lookup validation errors will be logged and reported at the end of the upload run.

There are exceptions to the upload process, they are as follows.

- FIMS_TBL_SITE and FIMS_TBL_AREA may not be uploaded, the entries in these tables must be created and edited online.
- LOOKUP tables cannot be uploaded.
- New building, land, OSF, or trailer/modular properties cannot be added through the upload process. They must be added online.
- PROP_PROPERTY_ID is not a field that can be uploaded, it must be modified online.

File Format Specifications

For each FIMS table uploaded, two files are required, a fields file and a data file. The fields file specifies which data fields are to be uploaded. The data file contains the data to be uploaded.

It is critical that the upload data files be formatted as described in the following sections. Upload files that do not conform to the designated file format may have truncated or offset field contents and risk rejection by the upload process.

Fields File

Each fields file must contain a uniquely identifying set of data fields. These fields are identified in the fields file as the 4 character table abbreviation and the word KEY, e.g. for the FIMS_TBL_PROPERTY table the key would be PROP_KEY and must be placed as the very first line in the file, thus it would also be the first column in the data file.

The following are the key fields for each table:

1. FIMS_TBL_PROPERTY:

   PROP_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

2. FIMS_TBL_BUILDING

   PBLD_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

3. FIMS_TBL_CAP_IMPROVE:

   CAPI_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

4. FIMS_TBL_DEF_MAINT:

   DEFM_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

5. FIMS_TBL_GSA_ASSIGNED:

   PGSA_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

6. FIMS_TBL_LAND

   PLND_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

7. FIMS_TBL_LEASE_DETAIL:

   LSDT_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

   LSDT_LEASE_CONTRACT_NO CHAR(27)

8. FIMS_TBL_OCCUPANT:

   POCC_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

9. FIMS_TBL_OSF

   POSF_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

10. FIMS_TBL_SEISMIC:

    SEIS_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

The other data field names must follow the exact Oracle database definition names as stated in the *FIMS Data Dictionary* under the column Element Name or use the *FIMS Reporting Guide, Listing of FIMS Tables* section for descriptions of the FIMS tables and their associated data field names (Column Names). A sample fields file to update the building table with gross sqft, number of floors, year acquired and year built would be as follow (please note that the data field sizes (i.e. CHAR 28) are not included in the fields file):

Sample Fields File

```
PBLD_KEY
PBLD_GROSS_SQFT
PBLD_NUM_FLOORS
PBLD_YEAR_ACQUIRED
PBLD_YEAR_BUILT
```

Data File

Data File fields must be in a fixed field width format. Each record (row) consists of fields (columns) of a constant field width as specified by the standard format. Fields must be padded with blanks or zeros depending on the data type as described below. All records must have the same line length and the same number of columns. Each record must be delimited with a **Carriage Return** and **Line Feed** sequence, these are **ASCII code 13** and **ASCII code 10**.

A fixed field width file format of,

PROP_KEY	CHAR (28)
PROP_INITIAL_ACQ_COSTS	NUMBER (14,2)
PROP_ESTIMATE_IND	CHAR (1)

would appear as follows:

Format Line

```
          1         2         3         4
```

```
12345678901234567890123456789012345678901234567
```

Data File

```
01111001PROPERTY1                  1512275.95Y
01111001PROPERTY2                   258102.00N
010111001PropX95                     25000.00N
```

Note: The PROP_INITIAL_ACQ_COSTS field requires a total of 16 digits. See the special input instructions that follow specific to Number data types for an explanation.

The following defines special input instructions by data type for data fields used in the data file:

CHAR

CHAR fields must be formatted as normal ASCII characters without delimiters. CHAR fields must be left justified and right-padded with blanks to fill the space to the width of the field. For example, if the field is specified as CHAR(5) and the character value is "AB", the field must be uploaded as "AB " ("AB" followed by 3 blanks). Please note that the double quotes are **not** to be used as a character field delimiter, if double quote characters are present they will be stored as part of the field. To remove a value from a character field, upload blanks into that field.

DATE

DATE fields must be 9 characters in width and formatted as **DD-MMM-YY,** where:

DD is the day portion of the date as a number. Single digit numeric values must be prefaced by a leading zero.

MMM is the month portion of the date as the letter abbreviation of the month. The acceptable abbreviations are as follows: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, and DEC.

YY is the year portion of the date as a number.

January 1, 2000 would be uploaded as 01-JAN-00. Note the leading 0 padding for the day portion of the date. To remove a value from a date field, upload blanks into that field.

NUMBER

NUMBER(m,n) fields are formatted as a total of m digits which includes n decimal places. NUMBER(5,2) denotes 5 digits total with 2 decimal places. for example, 123.45. Numbers must be right justified, left-padded with blanks. Please note that the decimal point is to be included in your data file for a decimal number.

When determining the length of a number field for your data file;

- Add 1 to the total digits for a decimal point if a decimal number (e.g., Number(5,2) denotes 5 digits total plus 1 for the decimal point equals 6 digits total in your data file).
- Add 1 to the total digits for all number fields to account for a sign (+/-). The positive sign (+) need not be included in your data file but must be accounted for in your total digits. The negative sign (-) should be included in your data file for negative numbers. (E.g., Number(5,2) denotes 5 digits total plus 1 for the decimal point and plus 1 for the sign equals 7 digits total in your data file; Number(10) denotes 10 digits total plus 1 for the sign equals 11 digits total in your data file).

To remove a value from a number field, upload the keyword NULL into that field.

RADIO BUTTONS

Radio buttons are stored in the FIMS database as a 1 character code. Reference the FIMS *Reporting Guide, Listing of FIMS Tables* section. Use the "Acceptable Values/Source Table" column for determining the code that is stored in the FIMS database. The upload process should not be used to remove a value from a radio button field.

PICKLIST

Picklist are stored in the FIMS database as defined in the FIMS *Reporting Guide, Listing of FIMS Tables* section. Reference the "Format" column for the data field length. To determine the database stored value reference the "Acceptable Values/Source Table" column. Either actual values or a FIMS Lookup Table is listed. If a FIMS Lookup Table (i.e. fims_tbl_lu_usage_code) is listed, then the database stored value is the code from the lookup table. Reference *Appendix E, Lookup Table Descriptions*, for valid codes. These database values are case sensitive. The upload process should not be used to remove a value from a picklist field because the database validation rules will prohibit a blank value.

CAPITALIZATION

FIMS allows upper- and lower- case letters. Any desired capitalization must be performed prior to the data being uploaded into FIMS. This allows originators of the data to tailor the capitalization to their preference.

SPECIAL EXCEPTIONS

When uploading a Building or Trailer/Modular contractor generated RPV value into the Building table (fims_tbl_building), you will also need to set the contractor RPV label by uploading a 'Y' into the pbld_rpv_contr_flag data element.

When uploading the Energy Consuming data elements, the total of all four data elements should equal the Gross Sqft of the property. This may entail making an adjustment to any existing values.

Example File Set

The following shows an example fields file and data file to upload the Land urban acreage :

UPLDFLDS.001 Fields File:

PLND_KEY
PLND_ACREAGE_URBAN

UPLDDATA.001 Data File data:

SITE_NUMBER portion of PLND_KEY (5 characters)	AREA_NUMBER portion of PLND_KEY (3 characters)	PROPERTY_ID portion of PLND_KEY (20 characters)	Urban Acreage (14 digits)
00001	001	BUILDING 100	2.26
00001	001	BUILDING 200	21.78
00001	001	Building 300	12.00

UPLDDATA.001 Data File (do not include the format line in your data file):

Format Line
```
          1         2         3         4
```
```
12345678901234567890123456789012345678901234
```
UPLDDATA.001
```
00001001BUILDING 100                    2.26
00001001BUILDING 200                   21.78
00001001Building 300                   12.00
```

Initiating an Upload

The following are the steps required to initiate an upload:

- Create data to be uploaded according to the fields file and data file specifications.
- Place the set of 2 files in the desired upload directory, for example C:\PROGRAM FILES\FIMS\UPLOAD.
- Once the data has been placed in the required file format you can initiate the process in FIMS to upload the data by selecting the **File** main menu item, and choosing the **Upload...** option. You are prompted for the directory location of the files to be uploaded, for example C:\PROGRAM FILES\FIMS\UPLOAD.

- FIMS will display status messages as it collects, sends, and processes the files.
- An upload log report will be displayed once the upload process is complete.

Upload Log Report

The Upload process produces a log report to inform you of the success or failure of the upload. The report file is named **upldlog.rpt** and is placed in the directory where the fields file and data file are stored. Use an editor such as the Windows WordPad to view/print the contents of the upload log report.

11. Archive Processing

Archive Overview

The Archive process in FIMS is designed to allow information from a real property record to be stored into a separate Archive table within the FIMS database. A federal standard, published in 2000, states that federal agencies are to retain all real property inventory system records within the system. Therefore, all property records should be archived and not deleted. Once the information from the real property record has been archived, the record is permanently deleted from the FIMS database. Once the information has been archived, it cannot be retrieved back to the FIMS database.

Archive Initiation

Before Archiving a record please ensure that all necessary modifications are made to the data. Once a record is archived, the information cannot be modified. For Building and Trailer records it is important to update the Building/Trailer Status and Status Date prior to archive. These 2 data fields are pertinent for collecting the information for the annual congressional reports on the addition and reduction in building square footage at each site during the previous fiscal year. Also ensure that the Excess Indicator and Excess Year data fields reflect the appropriate values.

Each of the Building, Trailer, Land or Other Structures and Facilities folders has an Archive button on the right hand side of the window. To initiate an archive of the active record on the screen, click on the Archive button. The system will confirm that it is your intention to Archive and Delete the current record. This is your opportunity to cancel the process. By indicating your intention to proceed with the archive, the system will extract selected data from the real property record and store it in the Archive table with the FIMS database. The table below identifies the information that is currently captured during the Archive process.

Data Element	Associated Property Types
Site Number	All
Area Number	All
Property ID	All

Owned/Leased Indicator	All
Property Name	All
Alternate Name	All
Property Type	All
Usage Code	All
Summary/Detail Indicator	Trailers and Other Structures and Facilities
Initial Acquisition Cost	All
Estimate Indicator	All
Total Adjustments	Buildings, Trailers, and Other Structures and Facilities
Excess Indicator - Property	All
Excess Year	All
Outgrant Indicator	All
MARS Asset Type	All
MARS Reporting Source	All
Historic Designation	All
Property Notes	All
Date Record Was Archived	All
Measurement (Gross Sqft for Buildings/Trailers; Primary Quantity for OSF's)	Buildings, Trailers, and Other Structures and Facilities
Net Occupiable - sqft	Buildings
No. of Buildings	Buildings and Trailers
No. of Floors	Buildings
No. of Floors Below Grade	Buildings
Summary Condition	Buildings and Trailers
Deficiency Systems 1	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 2	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 3	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 4	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 5	Buildings, Trailers, and Other Structures and Facilities
Model Bldg	Buildings and Trailers
Hazard Category	Buildings, Trailers, and Other Structures and Facilities
Responsible HQ PO	Buildings and Trailers
Building Status Trailer Status	Buildings Trailers
Status Date	Buildings and Trailers
Transfer to PSO	Buildings and Trailers
Land Ownership Code	Buildings and Other Structures and Facilities
Building RPV	Buildings

Trailer RPV Structure RPV	Trailers Other Structures and Facilities
Replacement Plant Value (RPV) Contractor Flag	Buildings and Trailers
Status Utilization	Buildings
Yr Built	Buildings and Trailers
Yr Acquired	Buildings and Trailers
Seismic Exemption	Buildings and Trailers
Seismic Essential	Buildings and Trailers
Design Use	Buildings and Trailers
Deferred Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Required Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Actual Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Inspection Date	Buildings, Trailers, and Other Structures and Facilities
Acquisition Method Code	Land
From Acquisition Date	Land
To Acquisition Date	Land
Urban Acreage	Land
Rural Acreage	Land
Archived Maintenance History	
Maintenance Fiscal Year	Buildings, Trailers, and Other Structures and Facilities
Deferred Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Required Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Actual Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Inspection Date	Buildings, Trailers, and Other Structures and Facilities

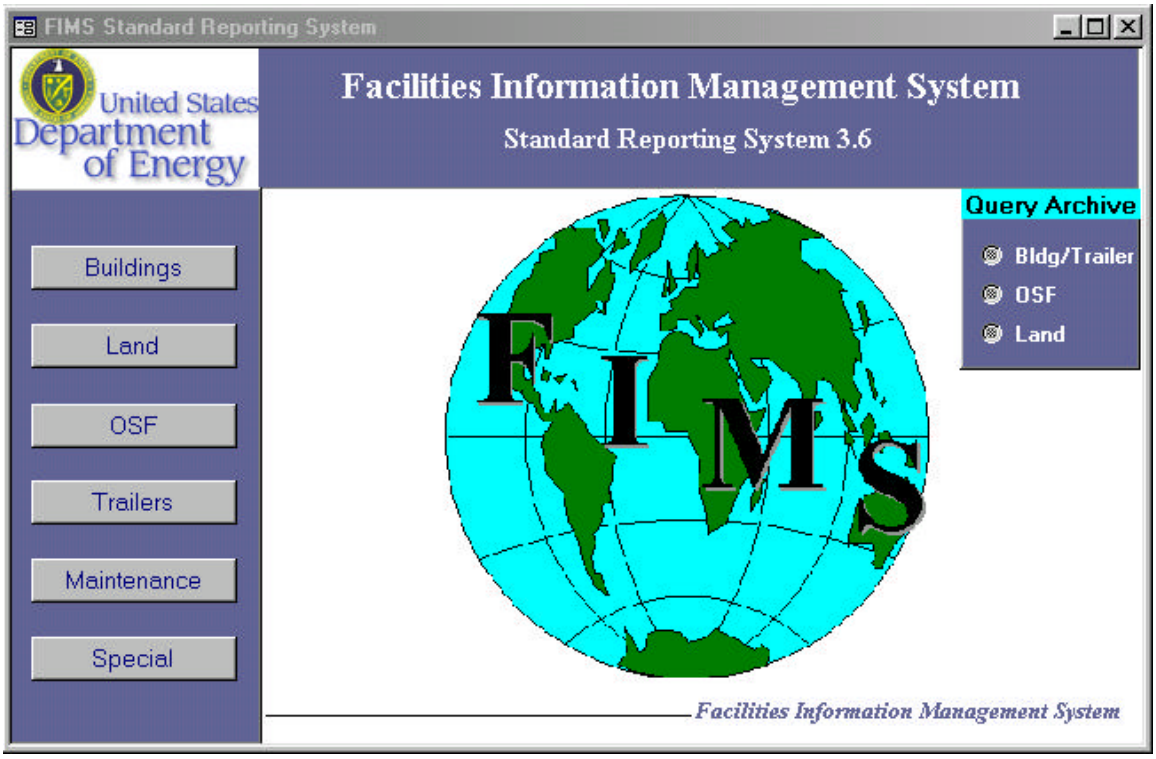
Once the record has been archived, the system will automatically delete the property record and all of the associated information from each of the tabs.

To gain access to data that has been archived, you will use the FIMS Standard Reporting Subsystem. The Reporting Subsystem will allow you to query the Archived information via an online screen or you can obtain a hardcopy report of the information. Three standard reports exists that will allow you to obtain a hardcopy of the information. Samples of these reports can be found in the FIMS Reporting Guide. The three Archive reports are:

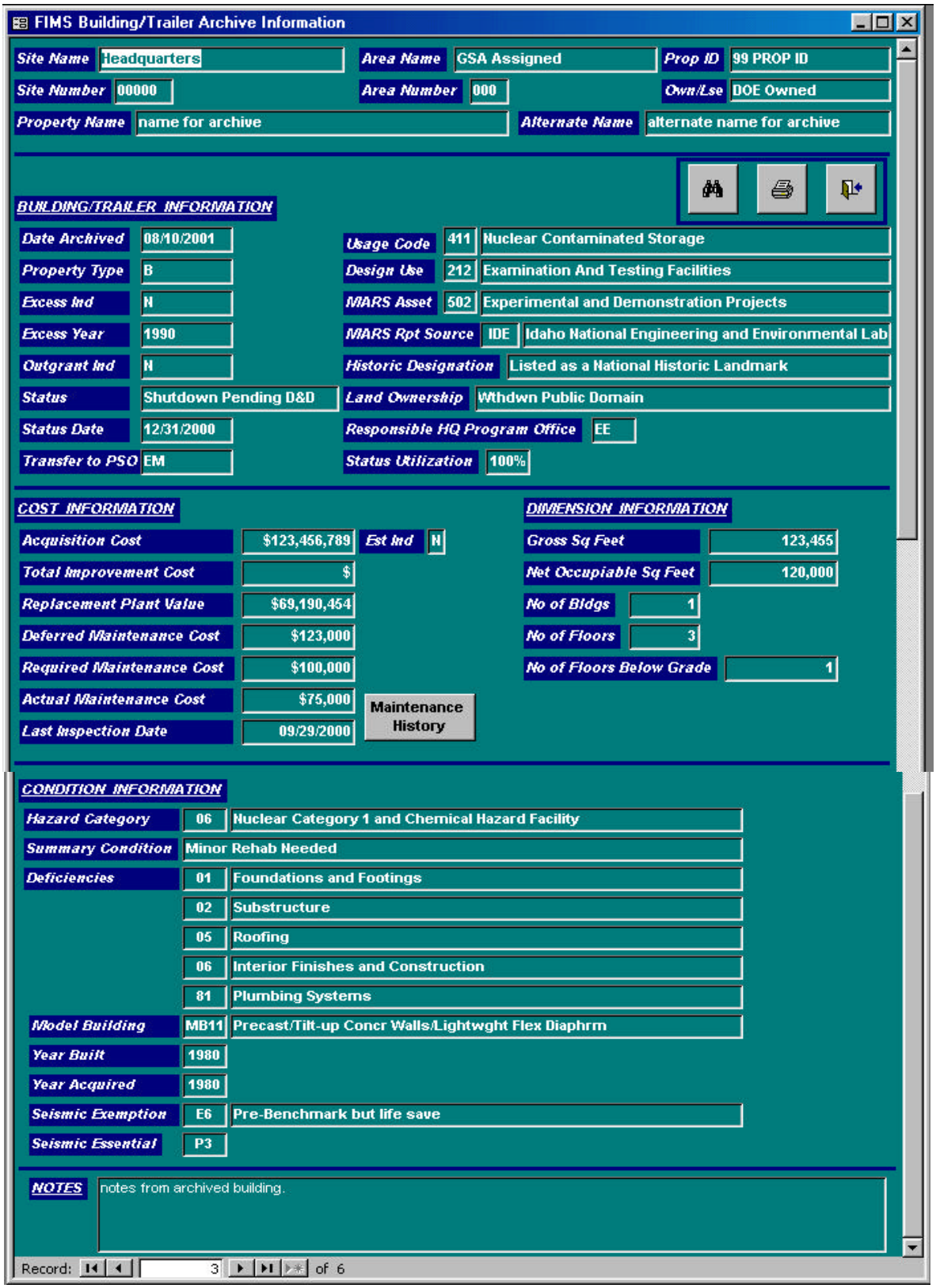
- Report #78 (Archive Land Report) – will display archived information from Land records.

- Report #79 (Archive Building/Trailer Report) – will display archived information from Building and Trailer records.
- Report #80 (Archive OSF Report) – will display archived information from Other Structures and Facilities records.

From the Main Menu of the FIMS Standard Reporting Subsystem, you can access the Archive query screen by clicking on the Building/Trailer, OSF, or Land buttons on the upper right hand portion of the screen.



The system will prompt you for your Site Number, Area Number and Property ID (if needed). Once you have responded to the prompts, the Archive query screen will appear.


FIMS Building/Trailer Archive Information
Site Name Headquarters
Area Name GSA Assigned
Prop ID 99 PROP ID
Site Number 00000
Area Number 000
Own/Lse DOE Owned
Property Name name for archive
Alternate Name alternate name for archive
BUILDING/TRAILER INFORMATION
Date Archived 08/10/2001
Property Type B
Excess Ind N
Excess Year 1990
Outgrant Ind N
Status Shutdown Pending D&D
Status Date 12/31/2000
Transfer to PSO EM
Usage Code 411 Nuclear Contaminated Storage
Design Use 212 Examination And Testing Facilities
MARS Asset 502 Experimental and Demonstration Projects
MARS Rpt Source IDE Idaho National Engineering and Environmental Lab
Historic Designation Listed as a National Historic Landmark
Land Ownership Wthdwn Public Domain
Responsible HQ Program Office EE
Status Utilization 100%
COST INFORMATION
Acquisition Cost $123,456,789
Est Ind N
Total Improvement Cost $
Replacement Plant Value $69,190,454
Deferred Maintenance Cost $123,000
Required Maintenance Cost $100,000
Actual Maintenance Cost $75,000
Last Inspection Date 09/29/2000
Maintenance History
DIMENSION INFORMATION
Gross Sq Feet 123,455
Net Occupiable Sq Feet 120,000
No of Bldgs 1
No of Floors 3
No of Floors Below Grade 1
CONDITION INFORMATION
Hazard Category 06 Nuclear Category 1 and Chemical Hazard Facility
Summary Condition Minor Rehab Needed
Deficiencies 01 Foundations and Footings
02 Substructure
05 Roofing
06 Interior Finishes and Construction
81 Plumbing Systems
Model Building MB11 Precast/Tilt-up Concr Walls/Lightwght Flex Diaphrm
Year Built 1980
Year Acquired 1980
Seismic Exemption E6 Pre-Benchmark but life save
Seismic Essential P3
NOTES
notes from archived building.
Record: 3 of 6

From the Archive Query screen, you can use the following controls:

Provides the capability to perform queries based on criteria that is input into the data fields on the screen. The queries are performed against the original subset of data that was qualified when the window was opened.

Provides the capability to print the information from the current screen.

Allows you to exit to screen and return to the Main Menu of the Standard Reporting Subsystem.

Provides the capability to view the archived maintenance history information for the current record.

Provides the capability to scroll through the archived records.

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A. FIMS Data Dictionary

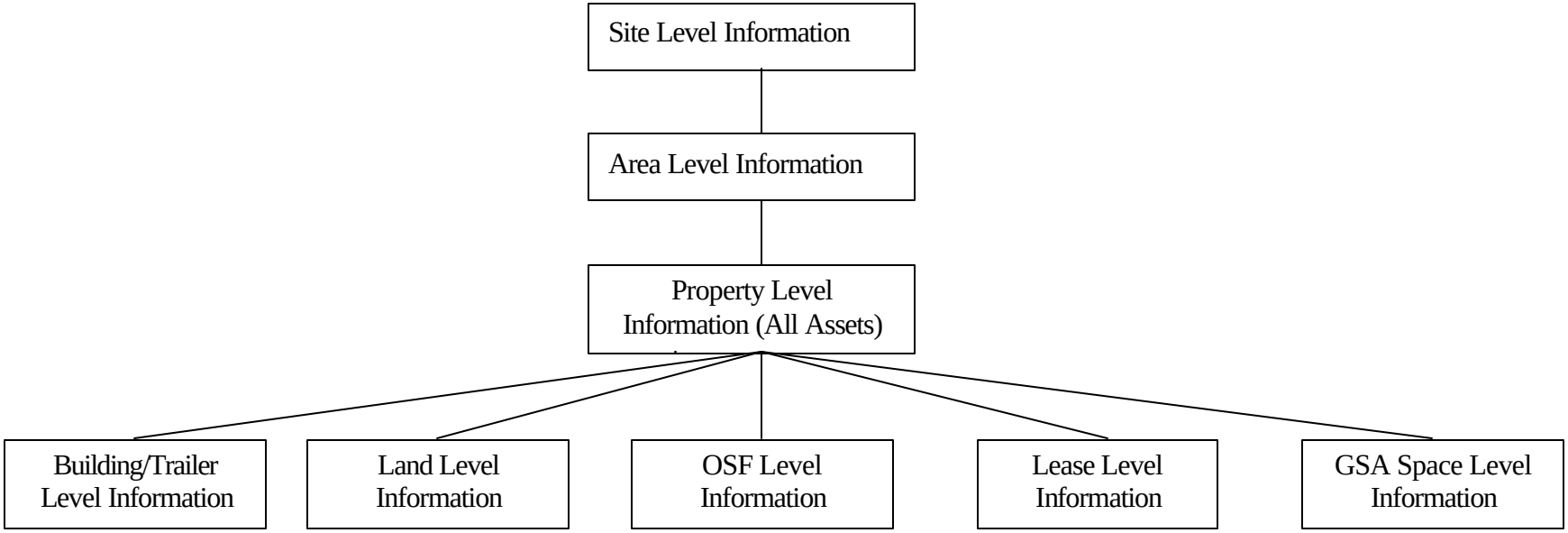
Overview

The FIMS Data Dictionary contains descriptions of all data elements in FIMS. It also identifies the Headquarters program sponsor for each data element. As an additional aid to data entry personnel, this dictionary identifies the data entry window that contains the data element. Some possible data sources are also provided after each description to assist in determining where to obtain the information.

Under the Element and Tab Name column, the update frequency is provided. The three designations used are Static, As Needed, and Annual Update. Static data elements are those that are input once and basically never change. As Needed data elements are those that may require updates on a periodic basis. Data elements with a designation of Annual Updates are those that must be updated on a yearly basis to satisfy various Departmental requirements.

The FIMS Data Dictionary is presented in alphabetical order by the data entry field names found in the FIMS application.

FIMS Data Hierarchy



English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Acquisition Method Code Required for DOE Owned Land	PLND_ACMD_ACQ_METHOD_CODE ACMD_ACQ_METHOD_CODE *Land InfoTab, Lookup table* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Code that indicates how the land was acquired. *(Real Estate Rep, Procurement, Area office)*
Acquisition Method Description – Long	ACMD_ACQ_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the acquisition method code.
Acquisition Method Description – Short	ACMD_ACQ_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the acquisition method code.
Adjustment Cost Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers	CAPI_IMPROV_COST *Cap Adjust Tab* UPDATE FREQUENCY: Annual Update	NUM(14,2) *ME*	Cost of the capital adjustment/improvement. *(Finance/Accounting)*
Adjustment Date Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers	CAPI_IMPROV_DATE *Cap Adjust Tab* UPDATE FREQUENCY: Annual Update	DATE *ME*	Date the capital adjustment/improvement was made. *(Finance/Accounting)*
Adjustment Description Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers	CAPI_IMPROV_DESC *Cap Adjust Tab* UPDATE FREQUENCY: Annual Update	CHAR(50) *ME*	Description of the capital adjustment/improvement. *(Finance/Accounting)*
Adjustment Sequence Number	CAPI_IMPROV_SEQ_NO *System Generated*	NUM(3)	Computer generated number used to uniquely identify multiple adjustments/improvements made on the same date.
Alternate Name Optional	PROP_NAME_ALT *Prop Info Tab*	CHAR(30) *Field*	The alternate name assigned to a specific property. *(Industrial Engineer or Building Mgr)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: Static		
Annual Actual Maintenance Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	DEFM_PREDICT_ACT *Building/Trailer/OSF Maintenance Tab* UPDATE FREQUENCY: Annual Update	NUM(10) *CR*	Actual costs incurred in the current fiscal year of all maintenance activities for a building, trailer/modular, or OSF (including repairs and those activities accomplished in the current fiscal year that were identified in the previous fiscal year deferred maintenance estimate). *(Federal Maintenance Manager)*
Annual Rent Required	LSDT_ANNUAL_RENT *Lease Detail 1 Tab* UPDATE FREQUENCY: Annual Update	NUM(13,2) *ME*	The current annual rent for a lease. *(Procurement, Real Estate Rep)*
Annual Rent - Lab Required	LSDT_RENT_YR_SQFT_LAB *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	NUM(9,2) *ME*	Amount of lab rent (in dollars and cents) per year per square foot. *(Procurement or Real Estate Rep)*
Annual Rent – Office Required	LSDT_RENT_YR_SQFT_OFFICE *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	NUM(9,2) *ME*	Amount of office rent (in dollars and cents) per year per square foot. *(Procurement or Real Estate Rep)*
Annual Rent – Other Required	LSDT_RENT_YR_SQFT_OTHER *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	NUM(9,2) *ME*	Amount of rent (in dollars and cents) for other than lab and office per year per square foot. *(Procurement or Real Estate Rep)*
Annual Required Maintenance Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	DEFM_PREDICT_REQ *Building/Trailer/OSF Maintenance Tab* UPDATE FREQUENCY: Annual Update	NUM(10) *CR*	Estimates of all costs to perform maintenance activities for a building, trailer/modular, or OSF in the current fiscal year that one would normally expect to be accomplished as determined by engineering/maintenance/life cycle analysis and vendor maintenance schedule. Included are preventive maintenance, predictive maintenance, and any other maintenance activity required (such as a roof replacement) for which the current fiscal year is the optimum period of accomplishment. Costs for repairs (corrective

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			maintenance) are generally not known and should not be reported in this category. Do not include maintenance requirements that were identified in the previous fiscal year deferred maintenance estimate (unless you programmed those items to be accomplished in the current fiscal year). *(Federal Maintenance Manager)*
Area Default	SECR_AREA_DEFAULT *Locations Tab*	CHAR(3)	Specifies the Area to be active each time the user enters FIMS.
Area Name Required	AREA_NAME *Area Info Tab* UPDATE FREQUENCY: Static	CHAR(35) *ME*	A name that is assigned by the Field Office to identify an administrative subdivision of a Site. *(Field/Ops Admin, Plant Engineering)*
Area Number Required	AREA_NUMBER PROP_AREA_NUMBER *Area Info Tab* UPDATE FREQUENCY: Static	CHAR(3) *ME*	Three-digit number that identifies an administrative subdivision of a Site. *(Field/Ops Admin, Plant Engineering)*
Availability Required for DOE Owned Buildings with Hazard Category = 1-9	DEFM_AVAIL *Maintenance Tab* UPDATE FREQUENCY: As Needed	NUM(3) EH	The time critical Structure, System, Component (SSC's) are available for use. The actual run time of mission critical SSC's divided by the scheduled run time. This is expressed in percent per year as an indication of a nuclear facilities availability for use during that period. (The fraction of the time that a mission-critical SSC is capable of providing service, whether or not it is actually in service. Availability is determined by dividing the number of hours in a specified time interval that the SSC is capable of providing service by the total number of hours in the time interval examined.) *(Federal Maintenance Manager)*
Building RPV Required for DOE Owned Buildings	PBLD_BUILDING_RPV *RPV Tab - System Generated* UPDATE FREQUENCY: Annual Update	NUM(14,2) *ME*	HQ (System Generated) – Current cost to replace an existing building with a new building. This value does not include the cost of the underlying land, personal property within the building, site work, demolition, contamination and any production equipment. RPV is dependent on a standardized building model based on RS Means Cost

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			Works square foot building models. Model selection depends on the usage code field and the number of floor of the building. A crosswalk of usage codes to models has been built into the FIMS RPV calculation module. The RPV is automatically calculated by FIMS using model square foot cost, gross square footage, a geographic adjuster, and a local site factor. The resulting RPV is intended for macro analysis and not as a substitute for a detailed cost estimate such as a bid price for a particular building. Each site has the option to replace a FIMS system generated RPV with a site derived/engineered value. CONTRACTOR – The site's estimated value for replacing a building. All equipment or fixtures (such as plumbing, electrical, heating, built-in cabinets, and elevators) that are installed in a building in a more or less permanent manner or that are essential to its primary purpose are considered to be part of the building. The estimated value of the land and the value to demolish or decontaminate a building will not be included.
Building Status Required for DOE Owned Buildings Optional for DOE Leased, Contractor Leased and Permits Buildings	PBLD_CMST_STATUS *Building Info Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *SC*	Status of the building reflects programmatic intentions as well as the physical/operational status of the building. The selections are as follows: 1 - Operating – A facility that is required for DOE's current and ongoing needs and responsibilities. 2 - Operational Standby - If there is any future programmatic use of the facility (other than cleanup) expected. 3 - Shutdown Pending Transfer - Indicates the facility is to be planned for eventual transfer to another programmatic office or organization. 4 - Shutdown Pending D&D - Indicates the facility has been shutdown for the purpose of eventual D&D (regardless of when D&D activities are slated to start). Under this category, the programmatic office or organization responsible for D&D activities would have

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			responsibility for this facility. 5 - D&D in Progress - D&D activities are underway. This activity would be identified once funds have been budgeted and approved for expenditure. 6 – Operating Pending D&D – Indicates the facility has been transferred to the programmatic office or organization responsible for D&D activities. The facility is being used for site clean up activities. 7 – Operating under an Outgrant – A facility being used by another party through means of a lease, easement, license, or permit. 8 – Transfer to Another Federal Agency – The facility has been designated for eventual transfer to another federal agency. 9 – Sale – Indicates the facility has been sold to a private business, community, commercial development group or local governmental development authority. A – Demolished – Indicates the facility has been demolished, torn down. This status is to be used for buildings/trailers that no longer physically exists. B – Deactivation – A facility that has completed or is undergoing the process of placing it in a stable and known condition including the removal of hazardous and radioactive materials to ensure adequate protection of the worker, public health and safety, and the environment, thereby limiting the long-term cost of surveillance and maintenance. Actions include the removal of fuel, draining and/or de-energizing nonessential systems, removal of stored radioactive and hazardous materials, and related actions. Deactivation does not include all decontamination necessary for the dismantlement and demolition phase of decommissioning, e.g., removal of contamination remaining in the fixed structures and equipment after deactivation. Not all deactivated facilities will be declared as excess facilities. C – Shutdown Pending Disposal – Indicates the facility has been shutdown and has been identified for eventual

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			disposition. The process to report the facility as excess to the Department's needs has been either started or completed. *(ES&H, Building Mgr, Plant Engineering)*
Capitalized Indicator Required for DOE Owned Buildings, OSF, Land, and Trailers	PROP_NOT_CAP CAPI_IMP_REP *Prop Info Tab* *Cap Adjust Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an assets initial acquisition cost and/or improvements are capitalized and therefore included in the Management Analysis Reporting System (MARS). Capitalization is the process whereby plant and equipment items, costing at least $25,000 and having an anticipated service life of at least two years, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the MARS system by site accounting/finance. Since FIMS is required to maintain both capitalized and uncapitalized assets, this indicator allows FIMS cost data to be totaled for only capitalized assets and provides an achievable balance and reconciliation between FIMS and MARS cost data.
Commission Date Required	CMST_DATE_REQUIRED *Lookup Table*	CHAR(1)	Indicates (Y/N) if a date is required by the building/trailer status.
Commission Status Code	CMST_STATUS *Lookup Table*	CHAR(1)	Code that indicates the status of a building/trailer.
Commission Status Description	CMST_DESC *Lookup Table*	CHAR(30)	Description of the building/trailer status code.
Congressional District (1) Required	SITE_CONGRESS_DIST_1 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies congressional districts included within the boundary or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (2) Required	SITE_CONGRESS_DIST_2 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (3)	SITE_CONGRESS_DIST_3	CHAR(2)	Identifies the congressional districts that include within their boundary all or any portion of the Site.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required	*GSA Report Tab* UPDATE FREQUENCY: Static	*ME*	*(Plant Engineering, Real Estate Rep)*
Congressional District (4) Required	SITE_CONGRESS_DIST_4 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (5) Required	SITE_CONGRESS_DIST_5 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (6) Required	SITE_CONGRESS_DIST_6 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (7) Required	SITE_CONGRESS_DIST_7 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (8) Required	SITE_CONGRESS_DIST_8 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (9) Required	SITE_CONGRESS_DIST_9 *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*
Congressional District (10) Required	SITE_CONGRESS_DIST_10 *GSA Report Tab*	CHAR(2) *ME*	Identifies the congressional districts that include within their boundary all or any portion of the Site. *(Plant Engineering, Real Estate Rep)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: Static		
Contract No Required	LSDT_LEASE_CONTRACT_NO *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(27) *ME*	The number that appears on the lease, permit, agreement, etc. for a lease or in-grant property. *(Procurement, Real Estate Rep)*
Conversion Code	CONV_CONVERSION *Lookup Table*	CHAR(2)	Code that identifies the factor used to convert from English to metric units.
Conversion Description - Long	CONV_LONG_DESC *Lookup Table*	CHAR(30)	Long description of the metric units to be converted.
Conversion Description - Short	CONV_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the metric units to be converted.
Conversion Factor	CONV_FACTOR *Lookup Table*	NUM (16,10)	Factor used to convert English to metric equivalent.
Deferred Maintenance Cost Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	DEFM_DEF_MAINT *Building/Trailer/OSF Maintenance Tab* UPDATE FREQUENCY: Annual Update	NUM(10) *CR*	Deferred Maintenance, as defined in the Statement of Federal Financial Accounting Standards No. 6, is "maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period." For the purpose of reporting deferred maintenance of DOE real property, deferred maintenance is that cost required to restore a facility to its current use as-built condition. Maintenance costs/work **do not** include the following: • Regularly scheduled janitorial work such as cleaning and preserving facilities and equipment. • Work performed in relocating or installing partitions, office furniture, and other associated activities. • Work usually associated with the removal, moving, and placement of equipment. • Work aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended. • Improvement work performed directly by in-house

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			workers or in support of construction contractors accomplishing an improvement. • Work performed on special projects not directly in support of maintenance or construction. • Non-maintenance roads and grounds work, such as grass cutting and street sweeping. *(Federal Maintenance Manager)*
Deficiency Description - Long	COND_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the deficiency system.
Deficiency Description - Short	COND_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the deficiency system.
Deficiency System (1) Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	PBLD_COND_CONDITION_CODE_1 POSF_COND_CONDITION_CODE_1 *Condition Tab, OSF Info Tab* UPDATE FREQUENCY: Annual Update	CHAR(2) *SC*	Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 deficiencies can be selected. Available choices include: None, Foundations & Footings, Sub-Structure, Superstructure, Exterior Closure, Roofing, Interior Finishes & Construction, Conveying Systems, Plumbing Systems, Fire Protection, HVAC Systems, Electrical Systems, Specialty Systems, and Sitework. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the Notes field. If no deficiencies exist for a property, the Deficiency System (1) data field should be populated with 'None'. The remaining Deficiency System (2 – 5) data fields should be left blank. *(Bldg or Maintenance Mgr, Plant/Facilities Engineering)*
Deficiency System (2) Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	PBLD_COND_CONDITION_CODE_2 POSF_COND_CONDITION_CODE_2 *Condition Tab, OSF Info Tab* UPDATE FREQUENCY: Annual Update	CHAR(2) *SC*	Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 deficiencies can be selected. Available choices include: Foundations & Footings, Sub-Structure, Superstructure, Exterior Closure, Roofing, Interior Finishes & Construction, Conveying Systems, Plumbing Systems, Fire Protection, HVAC Systems, Electrical Systems, Specialty Systems, and Sitework. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			Notes field. *(Bldg or Maintenance Mgr, Plant/Facilities Engineering)*
Deficiency System (3) Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	PBLD_COND_CONDITION_CODE_3 POSF_COND_CONDITION_CODE_3 *Condition Tab, OSF Info Tab* UPDATE FREQUENCY: Annual Update	CHAR(2) *SC*	Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 deficiencies can be selected. Available choices include: Foundations & Footings, Sub-Structure, Superstructure, Exterior Closure, Roofing, Interior Finishes & Construction, Conveying Systems, Plumbing Systems, Fire Protection, HVAC Systems, Electrical Systems, Specialty Systems, and Sitework. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the Notes field. *(Bldg or Maintenance Mgr, Plant/Facilities Engineering)*
Deficiency System (4) Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	PBLD_COND_CONDITION_CODE_4 POSF_COND_CONDITION_CODE_4 *Condition Tab, OSF Info Tab* UPDATE FREQUENCY: Annual Update	CHAR(2) *SC*	Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 Deficiencies can be selected. Available choices include: Foundations & Footings, Sub-Structure, Superstructure, Exterior Closure, Roofing, Interior Finishes & Construction, Conveying Systems, Plumbing Systems, Fire Protection, HVAC Systems, Electrical Systems, Specialty Systems, and Sitework. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the Notes field. *(Bldg or Maintenance Mgr, Plant/Facilities Engineering)*
Deficiency System (5) Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	PBLD_COND_CONDITION_CODE_5 POSF_COND_CONDITION_CODE_5 *Condition Tab, OSF Info Tab* UPDATE FREQUENCY: Annual Update	CHAR(2) *SC*	Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 deficiencies can be selected. Available choices include: Foundations & Footings, Sub-Structure, Superstructure, Exterior Closure, Roofing, Interior Finishes & Construction, Conveying Systems, Plumbing Systems, Fire Protection, HVAC Systems, Electrical Systems, Specialty Systems, and Sitework. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the Notes field.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			(Bldg or Maintenance Mgr, Plant/Facilities Engineering)
Design Use Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_HISTORY_USE *Condition Tab* UPDATE FREQUENCY: Static	CHAR(4) *ME*	Usage code that identifies the original design use that the building/trailer was constructed for. Building/Trailer usage codes consist of 3 characters. *(Building or Maintenance Mgr, Plant Engineering)*
E-mail Address	SECR_EMAIL *User InfoTab*	CHAR(40)	Electronic Internet mail address of the FIMS user.
Effective Date Required	LSDT_EFFECTIVE_DATE *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	DATE *ME*	The commencement date of the current lease for this property. *(Procurement, Real Estate Rep)*
EMS4 Site Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EMS3_SITE POSF_EMS3_SITE *Building/Trailer/OSF Dimensions Tab* UPDATE FREQUENCY: Static	NUM(4) EE	The four digit Energy Management System 4 (EMS4) database site number. The site number is available from the EMS4 coordinator at each site. Most FIMS sites have only on associated EMS4 site number. Coordination is required at those sites that have more than one EMS4 site number to ensure that the proper site identification number is used for each building, trailer or other structure and facilities. *(In-House Energy Management, EMS4 Site Coordinator)*
Energy Consuming Buildings/Facilities Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EC_BUILDING_LOAD_GSF POSF_EC_BLDG_FAC *Building/Trailer/OSF Dimensions Tab* UPDATE FREQUENCY: Annual Update	NUM(10) *EE*	Square footage currently reported under the Buildings category in the Energy Management System 4 (EMS4) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space with energy being consumed for heating, cooling, ventilation, lighting or to service the water heating energy load requirements of the facility. It may also include square footage for some buildings which are not separately metered and could be classified as Laboratory and Industrial Facilities, or Metered Process (Exempt) Facilities, but without additional metering can only be placed in this category. If no square footage is reported in this category for a property, zero (0) must be entered. *(In-House Energy Management)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Energy Consuming Industrial and Laboratory Facilities Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EC_UNMETER_PROC_GSF POSF_EC_INDUST_LAB *Building/Trailer/OSF Dimensions Tab* UPDATE FREQUENCY: Annual Update	NUM(10) *EE*	Square footage currently reported under the Industrial and Laboratory Facilities category in the Energy Management System 4 (EMS4) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space where energy is being consumed by any fixed equipment, building, or complex for the production, manufacturing, or other processes that uses large amounts of capital equipment in connection with, or as part of, any process or system, and within which the majority of energy use is not devoted to the heating, cooling, lighting, ventilation, or to service the water heating energy load requirements of the facility. If no square footage is reported in this category for a property, zero (0) must be entered. *(In-House Energy Management)*
Energy Consuming Metered Process (Exempt) Facilities Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EC_METER_PROC_GSF POSF_EC_METERED *Building/Trailer/OSF Dimensions Tab* UPDATE FREQUENCY: Annual Update	NUM(10) *EE*	Square footage reported under the Metered Process (Exempt) category of the Energy Management System 4 (EMS4) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space where energy is being consumed but it is technically infeasible to implement energy efficiency measures or where conventional performance measures are rendered meaningless by an overwhelming proportion of process-dedicated energy (greater than 80%). The purpose of this category is to identify the square footage contain heavier, non-Building Load, machine or production line metered process energy consumption that varies year to year in direct response to programmatic activity. If no square footage is reported in this category for a property, zero (0) must be entered. *(In-House Energy Management)*
Escalation Year – Other Required	LSDT_ESCALATION_YR_OTHER *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an escalation in other expenses is allowed during the life of the present lease. *(Procurement, Real Estate Rep)*
Escalation Year – Services Required	LSDT_ESCALATION_YR_SERVICES	CHAR(1)	Indicates (Yes/No) whether an escalation in service charges is allowed during the life of the present lease.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	Lease Detail 2 Tab UPDATE FREQUENCY: As Needed	*ME*	*(Procurement, Real Estate Rep)*
Escalation Year – Taxes Required	LSDT_ESCALATION_YR_TAXES *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an escalation in taxes is allowed during the life of the present lease. *(Procurement, Real Estate Rep)*
Estimate Indicator Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_ESTIMATE_IND *Prop Info Tab* UPDATE FREQUENCY: Static	CHAR(1) *Field*	Indicates (Yes/No) if the initial acquisition cost entered for an owned building, structure, land, or trailer is an estimate. *(Finance/Accounting)*
Excess Indicator (Property) Required for DOE Owned Buildings, OSF, Land, and Trailers	PROP_EXCESS_IND *Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) that the Field Office/Site has designated the property as Excess now or will be Excess in the future. It is not intended to indicate that the property has been formally declared excess to the department's requirements by ME. *(Field/Ops Admin)*
Excess Indicator (Site) Required	SITE_EXCD_EXCESS_IND_CODE *GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(1) *ME*	Indicates whether the Site is excess to the needs of the department, or tells the current status of the Site. This data is supplied by the Field Office and input by headquarters for the establishment of a Site. *(Real Estate Rep)*
Excess Indicator Code (Site)	EXCD_EXCESS_IND_CODE *Lookup Table*	CHAR(1)	Code that indicates whether a Site is excess to the needs of the department or tells the current status of the Site. This data is supplied by the Field Office and input by headquarters for the establishment of a Site.
Excess Indicator Description - Short	EXCD_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the site excess indicator.
Excess Year (Property) Required for DOE Owned Buildings, OSF, Land and Trailers where Excess Indicator (Property) = 'Y'	PROP_EXCESS_YR *Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(4) *ME*	The year in which the Field Office/Site designates the property as Excess. Only input if Excess Indicator (Property) is 'Y' (Yes). *(Field/Ops Admin)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Expiration Date Required	LSDT_EXPIRATION_DATE *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	DATE *ME*	The date that the current lease ends. *(Procurement, Real Estate Rep)*
Facility Condition Index (FCI)	*Report Generated*	*ME*	The ratio of Deferred Maintenance to Replacement Plant Value (RPV). FCI Reference Source…"Managing the Facilities Portfolio"… A practical approach to institutional facility renewal and deferred maintenance…1991 by the National Association of College and University Business Offices, One Dupont Circle, Washington, DC, Telephone 202-861-2500. Author Sean C. Rush, Partner, Coopers & Lybrand, Boston, MA.
Failure Rate Normal Required for DOE Owned Buildings with Hazard Category = 1-9	DEFM_FAIL_NORMAL *Maintenance Tab* UPDATE FREQUENCY: As Needed	CHAR(12) EH	The number of mission critical Structure, System, Component (SSC's) failures divided by an interval such as time or cycles. For mission critical SSC's normally in use, the failure rate is expressed as probability per hour/year. (Failure rates can be determined in a number of different ways and may depend on SSC-specific factors, such as whether the SSC is continuously operating or is mostly on standby. Recognized methods for estimating failure rates are given in the PRA Procedures Guide, NUREG/CR-2300, January 1983.) *(Federal Maintenance Manager)*
Failure Rate Standby Required for DOE Owned Buildings with Hazard Category = 1-9	DEFM_FAIL_STANDBY *Maintenance Tab* UPDATE FREQUENCY: As Needed	CHAR(12) EH	The number of mission critical Structure, System, Component (SSC's) failures divided by an interval such as time or cycles. For mission critical SSC's on standby, the failure rate is expressed as probability per hour/year while on standby. (Failure rates can be determined in a number of different ways and may depend on SSC-specific factors, such as whether the SSC is continuously operating or is mostly on standby. Recognized methods for estimating failure rates are given in the PRA Procedures Guide, NUREG/CR-2300, January 1983). *(Federal Maintenance Manager)*
Fax Number	SECR_USER_FAX_NUMBER	CHAR(14)	Fax number of the FIMS user.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	User Info Tab		
Field Office	FLDO_FIELD_OFFICE SITE_FLDO_FIELD_OFFICE *Lookup Table, Internal*	CHAR(2)	Code used to identify the DOE Operations Office. Under the Operations Office there are Field Offices and Area Offices. The first two digits of the Site Number identify the Field Office.
Field Office Default	SECR_FLDO_DEFAULT *Locations Tab*	CHAR(2)	Specifies the Field Office to be active each time the user enters FIMS.
Field Office Description - Long	FLDO_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the Field Office.
Field Office Description - Short	FLDO_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the Field Office.
Field Office Restriction	SECR_FLDO_RESTRICT *Edit User Tab*	CHAR(2)	Specifies the Field Office that a user with Field Office Administrator, Field Office User or Site User level security may access.
FIMS Message Board - Message	MBRD_MESSAGE *Message Board*	CHAR(2000)	The message entered by a system administrator
From Acquisition Date Required for DOE Owned Land	PLND_ACQ_DATE_FROM *Land Info Tab* UPDATE FREQUENCY: Static	DATE *ME*	The date on which the government acquired the first parcel included in this land record. *(Real Estate Rep, Procurement, Area Office)*
Funding Program	LLFP_LL_FUND_PGM *Lookup Table*	CHAR(9)	Identifies the budget and reporting (B&R) code used to indicate a specific program within a program office. This field is synonymous with landlord program (Site or Area).
Geographic City Description	GEOC_LOC_DESC_CITY *Lookup Table*	CHAR(30)	Description associated with the geographic location code for the city.
Geographic County Description	GEOT_LOC_DESC_CNTY *Lookup Table*	CHAR(30)	Description associated with the geographic location code for the county. *(Real Estate Rep)*
Geographic Location - City Code Required	GEOC_LOC_CITY GEOT_GEOC_LOC_CITY SITE_GEOC_LOC_CITY *Lookup Table, Lookup Table, GSA Report*	CHAR(4) *ME*	GSA code for the city. The four character code must appear in the worldwide Geographic Location Codes publication. *(Real Estate Rep)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	Tab UPDATE FREQUENCY: Static		
Geographic Location - County Code Required	GEOT_LOC_COUNTY SITE_GEOT_LOC_COUNTY *Lookup Table, GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(3) *ME*	GSA code used to designate the county (within the US) or country (outside the US). The three character code must appear in the worldwide Geographic Location Codes publication. *(Real Estate Rep)*
Geographic Location - State Code Required	GEOC_GEOS_LOC_STATE GEOT_GEOS_LOC_STATE GEOS_LOC_STATE SITE_GEOS_LOC_STATE *Lookup Tables, GSA Report Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	GSA code for the state. The two character code must appear in the worldwide Geographic Location Codes publication. *(Real Estate Rep)*
Geographic State Description	GEOS_LOC_DESC_ST *Lookup Table*	CHAR(30)	Description associated with the geographic location code for the state.
Gross SQFT Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_GROSS_SQFT *Building/Trailer Dimensions Tab* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	The total floor area of a building in square feet (exterior wall to exterior wall). *(Plant Engineering, Building Mgr)*
GSA Control Number Required	SITE_GSA_CNTL_NUMBER *GSA Report Tab – HQ Generated*	CHAR(9) *ME*	Required number assigned by GSA for tracking real property at the Site level. This field is input by headquarters for the establishment of a Site. Used only for Sites that are DOE owned or DOE leased. *(DOE Headquarters)*
Hazard Category Required for DOE Owned Buildings, OSF, and Trailers	PROP_HAZ_CAT HAZD_HAZARD_CODE *Prop Info Tab, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(2) *SC*	Identifies the hazard category associated with a building, trailer/modular, or OSF. The valid selections are: 1. 01 Nuclear Facility Category 1 – Hazard analysis shows the potential for significant *off-site* consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			5480.23, Nuclear Safety Analysis Reports) An example is the Advanced Test Reactor at INEL. 2. 02 Nuclear Facility Category 2 - Hazard analysis shows the potential for significant *on-site* consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Defense Waste Processing Plant at Savannah River. 3. 03 Nuclear Facility Category 3 - Hazard analysis shows the potential for significant *localized* consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) A facility which contains or handles quantities of nuclear material less than the threshold limits (e.g. 160 grams for Co-60) for Category 2 but greater than those (e.g. .25 grams for Co-60) for Radiation Facility. An example is the Transuranium Research Lab at ORNL. 4. 04 Radiological Facility – Facility which handles or contains nuclear materials, but at levels below the threshold (e.g. .25 grams for Co-60) for a Nuclear Category 3 facility as defined in DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports. An example is the National Tritium Labeling Facility at LBNL. 5. 05 Chemical Hazard Facility – The quantity of chemicals contained in the facility exceeds the threshold quantity for those chemicals covered under OSHA's Chemical Process Safety regulation 29 CFR 1910.119, Appendix A (e.g., 10,000 pounds for anhydrous ammonia). An example is a chemical storage facility. 6. 06 Nuclear Category 1 and Chemical Hazard Facility- Meets criteria for hazard categories 01 and 05. 7. 07 Nuclear Category 2 and Chemical Hazard Facility-

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			Meets criteria for hazard categories 02 and 05. 8. 08 Nuclear Category 3 and Chemical Hazard Facility- Meets criteria for hazard categories 03 and 05. 9. 09 Radiological Facility and Chemical Hazard Facility – Meets criteria for hazard categories 04 and 05. 10. 10 Not applicable – Facility does not fall into any of the above categories. *(ES&H, Risk Management, Plant Engineering)*
Hazard Description - Long	HAZD_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the hazard category code.
Hazard Description - Short	HAZD_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the hazard category code.
Headquarters Program Description	HQPO_DESC *Lookup Table*	CHAR(30)	Description of the program/sponsor associated with the program office.
Historic Designation Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_HIST_DES *Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(38) *ME*	Identifies buildings, land, trailer/modulars, and structures as 1) Not Evaluated, 2) Not Eligible, 3) Eligible, 4) Listed on Historic Register, or 5) Listed as a National Historic Landmark. *(Plant Engineering)*
Initial Acquisition Cost Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_INITIAL_ACQ_COSTS *Prop Info Tab* UPDATE FREQUENCY: Static	NUM(14,2) *ME*	Purchase price plus all support costs for land. Total estimate cost on the project data sheets for buildings and OSFs. *(Finance/Accounting)*
Initial Lease Date Required	LSDT_INITIAL_LEASE_DATE *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	DATE *ME*	The date of original occupancy for the leased property. *(Procurement, Real Estate Rep)*
Inside Parking Required	PGSA_INSIDE_PARK *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	Number of parking spaces assigned by the General Services Administration (GSA) in a parking garage that is covered for which DOE pays rent. The total number of spaces is shown on the GSA report as total number of inside parking spaces.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			(Real Estate Division of specific GSA regional office that provided the space)
Inspection Date Required for DOE Owned Buildings, OSF (where PBPI = No), and 501 asset type Trailers	DEFM_INSPECTION_DATE *Building/Trailer/OSF Maintenance Tab* UPDATE FREQUENCY: Annual Update	DATE *CR*	The date of the most recent inspection of the building, trailer/modular, or OSF. For assets that are inspected more than once per year, this date field only has to be changed to represent the last inspection prior to the fiscal year reporting period. As an alternative, if multiple inspections are done a date of -January 1, *fy* (replace *fy* with the fiscal year reporting period) - can be input to represent that multiple inspections were performed for the asset during the fiscal year reporting period. *(Federal Maintenance Manager)*
Justification Code	JUST_CODE *Lookup Table*	CHAR(1)	Provides a reason that the building may be exempt from compliance with the Uniform Federal Accessibility Standards (UFAS).
Justification Description - Long	JUST_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the justification.
Justification Description - Short	JUST_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the justification.
Land Ownership Code Required for DOE Owned and DOE Leased Buildings and OSF Optional for Contractor Lease Buildings and OSF	PBLD_LNDO_LAND_OWNER_CODE POSF_LNDO_LAND_OWNER_CODE LNDO_LAND_OWNER_CODE *Building Info Tab, OSF Info Tab, Lookup Table* UPDATE FREQUENCY: Static	CHAR (1) *ME*	The type of ownership or means of control of the land on which a DOE building or structure (OSF) is constructed. *(Real Estate Rep, Area Office)*
Land Ownership Description	LNDO_LAND_OWNER_DESC *Lookup Table*	CHAR(20)	Description of the type of land ownership.
Landlord Funding Program Required	AREA_LLFP_LL_FUND_PGM SITE_LLFP_LL_FUND_PGM *Area Info Tab, Site Info Tab* UPDATE FREQUENCY: As Needed	CHAR(9) *SC*	The program under the secretarial officer that actually funds the landlord needs. Landlord funding program can be assigned at either the Site or Area level. *(Field/Ops Admin, Budget)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Last Year DOE Survey Required	SITE_LAST_YR_HOLD_SURVEY *GSA Report Tab* UPDATE FREQUENCY: As Needed	CHAR(4) *ME*	The year DOE last surveyed the Site pursuant to executive order 12512. This data is supplied by the Field Office and input by headquarters. *(Real Estate Rep)*
Last Year GSA Survey Required	SITE_LAST_YR_GSA_SURVEY *GSA Report Tab* UPDATE FREQUENCY: As Needed	CHAR(4) *ME*	The year that the GSA last surveyed the Site pursuant to executive order 12512. This data is supplied by the Field Office and input by headquarters. *(Real Estate Rep)*
Leased Square Feet Required	LSDT_SQFT *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	NUM(12,2) *ME*	Net occupiable square feet of leased space under the current lease contract. *(Procurement, Real Estate Rep)*
Lessee Required	LSDT_LESSEE_NAME *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(30) *ME*	Name of the party leasing the land or building. *(Procurement, Real Estate Rep)*
Lessee Cancellation Rights Required	LSDT_LESSEE_CAN_RIGHTS_IND *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether the lessee has the right to cancel the lease before the expiration date. If the lessee is granted cancellation rights, the number of days notice is required. *(Procurement, Real Estate Rep)*
Lessee Cancellation Rights – Days Required	LSDT_LESSEE_CAN_RIGHTS_DAYS *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	NUM(3) *ME*	The number of days notice the lessee is required to give if the lease is to be canceled before the expiration date. If the lessee is granted cancellation rights, the number of days notice is required. *(Procurement, Real Estate Rep)*
Lessor Required	LSDT_LESSOR_NAME *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(30) *ME*	Name of the lessor (landlord) as it appears on the lease. *(Procurement, Real Estate Rep)*
Lessor Cancellation Rights	LSDT_LESSOR_CAN_RIGHTS_IND	CHAR(1)	Indicates (Yes/No) whether the lessor has the right to

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required	*Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	*ME*	cancel the lease before the expiration date. If the lessor is granted cancellation rights, the number of days notice is required. *(Procurement, Real Estate Rep)*
Lessor Cancellation Rights – Days Required	LSDT_LESSOR_CAN_RIGHTS_DAYS *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	NUM(3) *ME*	The number of days notice the lessor is required to give if the lease is to be canceled before the expiration date. If the lessor is granted cancellation rights, the number of days notice is required. *(Procurement, Real Estate Rep)*
Lessor City Required	LSDT_LANDLORD_CITY *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(23) *ME*	City to which the mail for the lessor (landlord) should be sent. *(Procurement, Real Estate Rep)*
Lessor Mailing Address Required	LSDT_LANDLORD_MAILING_ADDR *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(30) *ME*	Mailing address of the lessor (landlord). *(Procurement, Real Estate Rep)*
Lessor State Required	LSDT_LANDLORD_STATE *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(2) *ME*	Two character state mailing code to which the mail for the lessor (landlord) should be sent. *(Procurement, Real Estate Rep)*
Lessor Zip Code Required	LSDT_LANDLORD_ZIP *Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	CHAR(10) *ME*	Zip code (5 digits required and 4 digits options) to which mail for the lessor (landlord) should be sent. *(Procurement, Real Estate Rep)*
Location Address Required	LSDT_LOC_ADDR *Lease Detail 1 Tab* UPDATE FREQUENCY: Static	CHAR(30) *ME*	The street address of the actual location of the lease property. *(Procurement, Real Estate Rep)*
Location City Required	LSDT_LOC_CITY *Lease Detail 1 Tab*	CHAR(23) *ME*	The city address of the actual location of the lease property.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: Static		*(Procurement, Real Estate Rep)*
Location State Required	LSDT_LOC_STATE *Lease Detail 1 Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	The state address of the actual location of the lease property. *(Procurement, Real Estate Rep)*
M&O Contractor Code Required	AREA_MOCT_MO_CODE MOCT_MO_CODE *Area Info Tab, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(4) *Field*	Code used to identify the M&O contractor for the Area. *(Field/Ops Admin, Area Office)*
M&O Contractor Description - Long	MOCT_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the M&O contractor.
M&O Contractor Description - Short	MOCT_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the M&O contractor.
Maintenance Fiscal Year	DEFM_CORRECT_ACT *Maintenance Tab – System Generated*	CHAR(2)	The DOE Fiscal Year (Oct-Sept) of the Deferred Maintenance/Maintenance data.
MARS Asset Type Required for DOE Owned Buildings, OSF, Land and Trailers	FISA_ASSET_TYPE PROP_FISA_ASSET_TYPE *Lookup Table, Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(3) *ME*	A code that identifies the Management Analysis Reporting System (MARS) asset type of the real property being reported. This is different from "Usage Code" which reports current use.
MARS Asset Type Description - Long	FISA_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the MARS asset type.
MARS Asset Type Description - Short	FISA_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the MARS asset type.
MARS Reporting Source Required for DOE Owned Buildings, OSF, Land and Trailers	FISR_REPORTING_SOURCE PROP_FISR_REPORTING_SOURCE *Lookup Table, Prop Info Tab*	CHAR(3) *ME*	A code that identifies the Management Analysis Reporting System (MARS) institution or contract group who has financial management responsibility for the property. *(Finance/Accounting)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		
Message Icon	MESG_ICON *Lookup Table*	CHAR(12)	Icon displayed for a miscellaneous FIMS application message.
Message Number	MESG_NO *Lookup Table*	CHAR(4)	Code that identifies a miscellaneous FIMS application message.
Message Text	MESG_TEXT *Lookup Table*	CHAR(80)	Message text for a miscellaneous FIMS application message.
Message Title	MESG_TITLE *Lookup Table*	CHAR(30)	Title bar text for a miscellaneous FIMS application message.
Meters Required	PBLD_METERS_1 PBLD_METERS_2 PBLD_METERS_3 PBLD_METERS_4 POSF_METERS_1 POSF_METERS_2 POSF_METERS_3 POSF_METERS_4 *Building/Trailer/OSF Dimensions Tab* UPDATE FREQUENCY: As Needed	CHAR(11) EE	Indicates whether a building or other structure and facility is metered for electricity, steam, and/or natural gas or not. The user may select as many as four of the pre-defined answers that apply. If a facility does not have a meter or if the meter measures usage for more than one distinct facility then select None. If a facility has a building addition which has a separate FIMS number but is used as a single structure, and the meter records usage for both the facility and the addition then select the appropriate choices. This information is used to help identify facilities that are eligible for the EPA Energy Star Building Program. Valid choices are: Electricity – Indicate the building or OSF has electricity usage which is metered. Gas – Indicates that the building or OSF has natural gas usage which is metered. Elect/Gas – Indicates that the building or OSF has electricity usage which is metered and also has gas usage which is not metered. Steam – Indicates that the building or OSF has steam usage which is metered. Elect/Steam – Indicates that the building or OSF has electricity usage which is metered and also has steam usage which is not metered. Remote – Indicates that the metered values for electricity

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			may be read from a remote location. Remote/G – Indicates that the metered values for electricity and gas may be read from a remote location. Remote/S – Indicates that the metered values for electricity and steam may be read from a remote location. Remote/GS – Indicates the metered values for electricity, gas, and steam may be read from a remote location. None – No metering is available for the building or OSF. *(In-House Energy Management)*
Model Building Description - Long	MDBG_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the model building type code.
Model Building Description - Short	MDBG_SHORT_DESC *Lookup Table*	CHAR(25)	Abbreviated description of the model building type code.
Model Building Type Required	PBLD_SEIS_MODEL_BLDG MDBG_TYPE *Condition Tab, Lookup Table* UPDATE FREQUENCY: Static	CHAR(4) *ME*	Identifies the model building construction code as defined in FEMA 178. MB01 - WOOD LIGHT FRAME - These buildings are typically single- or multiple- family dwellings of one or more stories. The essential structural character of this type is repetitive framing by wood joists on wood studs. Loads are light and spans are small. These buildings may have relatively heavy chimneys and may be partially or fully covered with veneer. Most of these buildings are not engineered; however, they usually have the components of a lateral-force-resisting system even though it may be incomplete. Lateral loads are transferred by diaphragms to shear walls. The diaphragms are roof panels and floors. Shear walls are exterior walls sheathed with plank siding, stucco, plywood, gypsum board, particle board, or fiberboard. Interior partitions are sheathed with plaster or gypsum board. MB02 - WOOD, COMMERCIAL and INDUSTRIAL - These buildings usually are commercial or industrial buildings with a floor area of 465 square meters (5,000 square feet) or more and with few, if any, interior walls. The essential structural character is framing by beams on columns. The beams may be glulam beams, steel beams or trusses. Lateral forces usually are resisted by wood diaphragms and exterior walls sheathed with plywood, stucco, plaster, or other paneling. The walls may have rod bracing. Large openings for stores and garages often require post-and-beam framing. Lateral force resistance on those lines

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			can be achieved with rigid steel frames or diagonal bracing. MB03 - STEEL MOMENT FRAME - These buildings have a frame of steel columns and beams. In some cases, the beam-to-column connections have very small moment resisting capacity but, in other cases, some of the beams and columns are fully developed as moment frames to resist lateral forces. Usually the structure is concealed on the outside by exterior walls, which can be of almost any material (curtain walls, brick masonry, or precast concrete panels), and on the inside by ceilings and column furring. Lateral loads are transferred by diaphragms to moment resisting frames. The diaphragms can be of almost any material. The frames develop their stiffness by full or partial moments connections. The frames can be located almost anywhere in the building. Usually the columns have their string directions oriented so that some columns act primarily in one direction while the others act in the other direction, and the frames consist of lines of string columns and their intervening beams. Steel moment frame buildings are typically more flexible than shear wall buildings. This low stiffness can result in large interstory drifts that may lead to extensive nonstructural damage. MB04- STEEL BRACED FRAME - These buildings are similar to MB03 buildings except that the vertical components of the lateral-force-resisting system are braced frames rather than moment frames. MB05 - STEEL LIGHT FRAME - These buildings are pre-engineered and prefabricated with transverse rigid frames. The roof and walls consist of lightweight panels. The frames are designed for maximum efficiency, often with tapered beam and column sections built up of light plates. The frames are built in segments and assembled in the field with bolted joints. Lateral loads in the transverse direction are resisted by the rigid frames with loads distributed to them by shear elements. Loads in the longitudinal direction are resisted entirely by shear elements. The shear elements can be either the roof and wall sheathing panels, an independent system of tension-only rod bracing, or a combination of panels and bracing. MB06 - STEEL FRAME with CONCRETE SHEAR WALLS - The shear walls in these buildings are cast-in-place concrete and may be bearing walls. The steel frame is designed for vertical loads only. Lateral loads are transferred by diaphragms of almost any material to the shear walls. The steel frame may provide a secondary lateral-force-resisting system depending on the stiffness of the frame and the moment capacity of the beam-

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			column connections. In modern "dual" systems, the steel moment frames are designed to work together with the concrete shear walls in proportion to the relative rigidities. In this case, the walls would be evaluated under this building type and the frames would be evaluated under MB03, Steel Moment Frames. MB07 - STEEL FRAME with INFILL SHEAR WALLS - This is one of the older types of building. The infill walls are offset from the exterior frames members, wrap around them, and present a smooth masonry exterior with no indication of the frame. Solidly infilled masonry panels act as a diagonal compression strut between the intersections of the moment frame. If the walls do not fully engage the frame members (i.e., lie in the same plane), the diagonal compression struts will not develop. The peak strength of the diagonal strut is determined by the tensile stress capacity of the masonry panel. The post-cracking strength is determined by an analysis of a moment frame that is partially restrained by the cracked infill. The analysis should be based on published research and should treat the system as a composite of a frame and infill. An analysis that attempts to treat the system as a frame and shear wall is not capable of assuring compatibility. MB08 - CONCRETE MOMENT FRAMES - These buildings are similar to MB03 buildings except that the frames are of concrete. Some older concrete frames may be proportioned and detailed such that brittle failure can occur. There is a large variety of frame systems. Buildings in zones of low seismicity or older buildings in zones of seismicity can have frame beams that have broad shallow cross sections or are simply the column strips of flat-slabs. Modern frames in zones of high seismicity are detailed for ductile behavior and the beams and columns have definitely regulated proportions. MB09 - CONCRETE SHEAR WALLS - The vertical components of the lateral-force-resisting system in these buildings are concrete shear walls that are usually bearing walls. In older buildings, the walls are often quite extensive and the wall stresses are low but reinforcing is light. When remodeling calls for enlarging the windows, the strength of the modified walls becomes a critical concern. In newer buildings, the shear walls often are limited in extent, thus generating concerns about boundary members and overturning forces. MB10 - CONCRETE FRAME with INFILL SHEAR WALLS - These buildings are similar to MB07 buildings except that the frame is of reinforced concrete. The analysis of this building is similar to that recommended for MB07 except that the shear

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			strength of the concrete columns, after cracking of the infill, may limit the semiductile behavior of the system. Research that is specific to confinement of the infill by reinforced concrete frames should be used for analysis. MB11 - PRECAST/TILT-UP CONCRETE WALLS with LIGHTWEIGHT FLEXIBLE DIAPHRAGM - These buildings have a wood or metal deck roof diaphragm, which often is very large, that distributes lateral forces to precast concrete shear walls. The walls are thin but relatively heavy while the roofs are relatively light. Older buildings often have inadequate connection for anchorage of the walls to the roof for out-of-plane forces, and the panel connections often are brittle. Tilt-up buildings often have more than one story. Walls can have numerous openings for doors and windows of such size that the wall looks more like a frame than a shear wall. MB12 - PRECAST CONCRETE FRAMES with CONCRETE SHEAR WALLS - These buildings contain floor and roof diaphragms typically composed of precast concrete elements with or without cast-in-place concrete topping slabs. The diaphragms are supported by precast concrete girders and columns. The girders often bear on column corbels. Closure strips between precast floor elements and beam-column joints usually are cast-in-place concrete. Welded steel inserts often are used to interconnect precast elements. Lateral loads are resisted by precast or cast-in-place concrete shear walls. Buildings with precast frames and concrete shear walls should perform well if the details used to connect the structural elements have sufficient strength and displacement capacity; however, in some cases, the connection details between the precast elements have negligible ductility. MB13- REINFORCED MASONRY BEARING WALLS with WOOD or METAL DECK DIAPHRAGMS - These buildings have perimeter bearing walls of reinforced brick or concrete-block masonry. These walls are the vertical elements in the lateral-force-resisting system. The floors and roofs are framed either with wood joists and beams with plywood or straight or diagonal sheathing or with steel beams with metal deck with or without a concrete fill. Wood floor framing is supported by interior wood posts or steel column; steel beams are supported by steel columns. MB14 - REINFORCED MASONRY BEARING WALLS with PRECAST CONCRETE DIAPHRAGMS - These buildings have bearing walls similar to those of MB13 buildings, but the roof and

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			floors are composed of precast concrete elements such as planks or tee-beams and the precast roof and floor elements are supported on interior beams and columns of steel or concrete (cast-in-place or precast). The precast horizontal elements often have a cast-in-place topping. MB15 - UNREINFORCED MASONRY BEARING WALL BUILDINGS - These buildings include structural elements that vary depending on the building's age and, to a lesser extent, its geographic location. In buildings built before 1900, the majority of floor and roof construction consists of wood sheathing supported by wood subframing. In large multistory buildings , the floors are cast-in-place concrete supported by wood subframing. In large multistory buildings, the floors are cast-in-place concrete supported by the unreinforced masonry walls and/or steel or concrete interior framing. In buildings built after 1950, unreinforced masonry buildings with wood floors usually have plywood rather than board sheathing. In regions of lower seismicity, buildings of this type constructed more recently can include floor and roof framing that consists of metal deck and concrete fill supported by steel framing elements. The perimeter walls, and possibly some interior walls, are unreinforced masonry. The walls may or may not be anchored to the diaphragms. Ties between the walls and diaphragms are more common for the bearing walls than for walls that are parallel to the floor framing. Roof ties usually are less common and more erratically spaced than those at the floor levels. Interior partitions that interconnect the floors and roof can have the effect of reducing diaphragm displacements. MB16 - OTHER - An attempt should be made to categorize each non-exempt building into one of the above 15 model building types. If a building has a dual system which cannot be categorized as predominantly one model building type, or if a building system does not resemble in any way any of these model building types, the building should be entered with MB16. A brief description of the building construction should then be included in the Seismic Comments field. *(Seismic Engineer, Plant Engineering)*
National Priority List Required	SITE_NATIONAL_PRIORITY_LIST *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(1) *EM*	Indicates (Yes/No) whether the Site contains buildings listed on the National Priorities List for Environmental Restoration. *(ES&H)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Net Occupiable (sqft) Required	PBLD_NET_OCC_SQFT *Building Dimensions Tab* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	Gross SQFT less common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets. Defined by GSA. *(Building Mgr, Plant Engineering)*
New Password	SECR_PASSWORD *Password Tab*	CHAR(10)	New Password for the FIMS application. The password may consist of up to eight alphanumeric characters including the underscore (_). The password must begin with an alphabetic character.
No. of Buildings **No. of Trailers** Required	PBLD_NUM_BUILD_TRAIL *Building/Trailer Dimensions Tab* UPDATE FREQUENCY: As Needed	NUM(3) *ME*	Number of small buildings or trailers grouped together under a single property ID. For buildings, use only if building contains less than 500 gross square feet. *(Plant Engineering, Building Mgr)*
No. of Employees Required	POCC_NO_EMPLOYEE *Occupant Tab* UPDATE FREQUENCY: As Needed	NUM(4) *Field*	Number of employees the occupant has in the building. *(Building Mgr, Plant Engineering, Industrial Engineer)*
No. of Floors Required for DOE Owned, DOE Leased, and Contractor Leased Buildings	PBLD_NUM_FLOORS *Building Dimensions Tab* UPDATE FREQUENCY: Static	NUM(2) *ME*	The number of floors in a building including below grade floors. A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a "catwalk". *(Plant Engineering, Building Mgr)*
No. of Floors Below Grade Required	PBLD_NUM_FLOORS_BEL_GRADE *Building Dimensions Tab* UPDATE FREQUENCY: Static	NUM(2) *EM*	Indicates the number of floors below grade level. A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a "catwalk". *(Plant Engineering, Building Mgr)*
Non-Energy Consuming Buildings/Facilities	PBLD_NON_ENG_CONSUM_GSF *Building/Trailer Dimensions Tab* *System Generated*	NUM(10) *EE*	Any square footage remaining after the Energy Consuming Buildings/Facilities, Energy Consuming Industrial and Laboratory Facilities and Energy Consuming Metered Process (Exempt) Facilities square footage is subtracted from the total GSA-reported square footage (Gross SQFT). The sum of the four square footage subcategories must

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			equal the total square footage reported to GSA. *(In-House Energy Management)*
Occupant ID Required	POCC_OCCUPANT_ID *Occupant Tab* UPDATE FREQUENCY: As Needed	CHAR(8) *Field*	Unique key entered by the users to identify the occupant. *(Building Mgr, Plant Engineering, Industrial Engineer)*
Occupant Name Required	POCC_OCCUPANT_NAME *Occupant Tab* UPDATE FREQUENCY: As Needed	CHAR(30) *Field*	Name of the tenant who is occupying space in a DOE or DOE Contractor controlled building. *(Building Mgr, Plant Engineering, Industrial Engineer)*
Occupants Indicator Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_NO_OCCUPANTS_IND *Building/Trailer Info Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *Field*	Indicates Yes (Y) that the building or trailer is occupied or No (N) that the building or trailer is not occupied. *(Building Mgr, Plant Engineering, Industrial Eng)*
Occupant Type Required	POCC_OCCUPANT_TYPE *Occupant Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *Field*	Identifies if the occupant is 1 - DOE, 2 - DOE Contractor, or 3 - Other. *(Building Mgr, Plant Engineering, Industrial Engineer)*
Office Space Required	PGSA_OFFICE_SPACE *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	Office space assigned by the General Services Administration (GSA). Office space is defined as space that provides an environment suitable in its present state for an office operation. Measured in square feet. *(Real Estate Division of the specific GSA regional office that provided the space)*
Old Password	SECR_PASSWORD *Password*	CHAR(8)	Secondary level of identification to access FIMS. The password may consist of a minimum of four up to eight alphanumeric characters. The password must begin with an alphabetic character.
Organization	SECR_USER_ORGANIZATION *Edit User Tab*	CHAR(50)	Organization to which the user belongs.
Other Costs	LSDT_OTHER_COSTS_YR	NUM(11,2)	Indicates any expenses that a tenant is responsible for that are not covered in the monthly rent and that would

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required	*Lease Detail 1 Tab* UPDATE FREQUENCY: As Needed	*ME*	normally be included in rent in a fully serviced lease. *(Procurement, Real Estate Rep)*
Outgrant Indicator Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_OUTGRANT *Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *Field*	Indicates (Yes/No) the right to use DOE property by means of a lease, easement, license, or permit. DOE, the "grantor", grants to federal, state, and non-governmental entities (known as "grantees") the right to enter upon government owned land, property and/or facilities for the purpose of conducting grantee business. All outgrants that are 12 months or greater in length should be captured even if only a portion of the property is involved in the outgrant. *(Real Estate Rep)*
Outside Parking Required	SITE_OUTSIDE_PARK *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	Number of parking spaces assigned by the General Services Administration (GSA) that is uncovered, outdoor space for which DOE pays rent. The total number of spaces is shown on the GSA report as total number of outside parking spaces. *(Real Estate Division of the specific GSA regional office that provided the space)*
Owned/Leased Indicator (Property) Required	PROP_OWNED_LEASED *New Building Tab, New Land Tab, New OSF Tab, New Trailer Tab* UPDATE FREQUENCY: Static	CHAR(1) *ME*	Identifies the property as: DOE Owned (O), DOE Leased (D), Contractor Leased (C), GSA Owned (G), GSA Leased (L), Permit (P). *(Field/Ops Admin, Area Office, Finance/Accounting, Procurement)*
Password	SECR_PASSWORD *Edit User Tab*	CHAR(10)	New password for the FIMS application. The password may consist of up to eight alphanumeric characters including the underscore(_). The password must begin with an alphabetic character.
Password Date	SECR_PASSWORD_DATE *Internal*	DATE	Last date that the user password was changed.
Phone Number	SECR_USER_PHONE_NUMBER *User Info Tab*	CHAR(14)	Telephone number and extension of the FIMS user.
Physical Barriers Preventing Inspection (PBPI)	DEFM_METH	CHAR(13)	Indicates (Yes/No) if a condition assessment for an Other Structure and Facility (OSF) is not appropriate to

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required for OSF	*OSF Maintenance Tab* UPDATE FREQUENCY: As Needed	*CR*	determine deferred maintenance because of physical barriers. For example, underground storage tanks or underground pipe systems generally cannot be inspected. The accepted practice is to use the asset until a deficiency is identified during normal operations. If PBPI equals, 'Yes', then the Deferred Maintenance entry should be zero and the Inspection Date entry should be blank. *(Federal Maintenance Manager)*
Primary Dimension Code	POSF_DIMN_DIMEN_CODE_1 *System Generated*	CHAR(5)	Dimension code that designates the primary unit of measure. The label displayed on the screen is based on the usage code for the structure. *(Plant Engineering, Finance/Accounting)*
Primary Quantity Required	POSF_PRI_QUANTITY *OSF Dimensions Tab* UPDATE FREQUENCY: As Needed	NUM(13) *ME*	A numeric value representing the measurement for a structure based upon the unit of measure generated by FIMS from the structure usage code. *(Plant Engineering)*
Program Description - Long	LLFP_LL_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the landlord funding program.
Program Description - Short	LLFP_LL_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the landlord funding program.
Program Office	PROG_PROGRAM_OFFICE *Lookup Table*	CHAR(2)	Code that identifies a program office (i.e. SC).
Program Office Description - Long	PROG_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the program office.
Program Office Description - Short	PROG_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the program office.
Property ID Required	PROP_PROPERTY_ID *Prop Info Tab* UPDATE FREQUENCY: Static	CHAR(20) *ME*	A unique control number assigned to a property. *(Facilities Rep, Plant Engineering)*
Property Name Required	PROP_NAME	CHAR(40)	The name assigned to a specific property.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	Prop Info Tab UPDATE FREQUENCY: Static	*ME*	*(Building Mgr, Plant Engineering)*
Property Notes Optional	PROP_NOTES *Notes Tab* UPDATE FREQUENCY: As Needed	CHAR(2000) *Field*	Free form text field to accommodate any special comments about a property. *(Plant Engineering)*
Property Sequence Number	PROP_SEQ_NO PBLD_PROP_SEQ_NO PLND_PROP_SEQ_NO POSF_PROP_SEQ_NO CAPI_PROP_SEQ_NO HMAT_PROP_SEQ_NO LSDT_PROP_SEQ_NO POCC_PROP_SEQ_NO PRSD_PROP_SEQ_NO SPAN_PBLD_PROP_SEQ_NO *System Generated*	NUM(12)	Computer generated number used to uniquely identify a property.
Property Type	PROP_PROPERTY_TYPE USCD_PROPERTY_TYPE *System Generated, Lookup Table*	CHAR(1)	Code that allows a Field Office to classify a property by type. Choices are B - Building, L - Land, S - Other Structures and Facilities (OSF), and T - Trailer/Modular.
Regulatory Agreement Required	SITE_REG_AGREEMENT *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(1) *EM*	Indicates (Yes/No) whether a regulatory agreement exists for the Site. A regulatory agreement is a formalized, interagency regulatory agreement or court-ordered agreement on environmental cleanup, such as the Federal Buildings Compliance Act (FFCA), Federal Buildings Agreement (FFA), Consent Order/Decree, etc. *(ES&H)*
Renewal Options - Additional Years Required	LSDT_RENEWAL_ADD_YRS *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	NUM(2) *ME*	Number of additional years the lease would be effective if all available options were exercised. This field is required if the number of renewal options are greater than zero. *(Procurement, Real Estate Rep)*
Renewal Options - Days Notice	LSDT_RENEWAL_DAYS_NOTICE	NUM(3)	Number of days notice required to exercise a renewal option. This field is required if the number of renewal

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required	*Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	*ME*	options are greater than zero. *(Procurement, Real Estate Rep)*
Renewal Options – Options Required	LSDT_RENEWAL_NO_OPTIONS *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	NUM(2) *ME*	Number of renewal options a lease contains. If the number of renewal options is greater than zero, then renewal option additional years, days notice and next rent is required. *(Procurement, Real Estate Rep)*
Renewal Rent Next Required	LSDT_RENEWAL_RENT_NEXT *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	NUM(13,2) *ME*	Annual rent specified for the next available option. This field is required if the number of renewal options are greater than zero. *(Procurement, Real Estate Rep)*
Rent Paid to GSA Required	PGSA_RENT_PD_GSA *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(11,2) *ME*	GSA has defined the rent paid to the General Services Administration (GSA) to be an assessment of charges that approximates commercial rental rates for comparable space and services for a typical 8-hour/5 day-week shift. This rental charge is reassessed on a periodic basis. Rent paid to GSA is billed by GSA on a quarterly basis. Any services required for more than the typical 8-hour/5 day-week shift is over and above this rent charge and will be billed separately. *(Real Estate Division of the specific GSA regional office that provided the space)*
Replacement Plant Value (RPV) Contractor Flag	PBLD_RPV_CONTR_FLAG *System Generated*	CHAR(1)	This is a system generated data element that indicates if the Headquarters generated Replacement Plant Value for buildings/trailers has been updated by personnel at the site. If uploading RPV into FIMS, this data field must be set to 'Y' to represent Site Contractor generated values. If this data field is set to 'N', this represents a Headquarters generated RPV.
Reporting Source Description - Long	FISR_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the MARS reporting source.
Reporting Source Description - Short	FISR_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the MARS reporting source.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Responsible HQ PO Required for DOE Owned Optional for DOE Leased, Contractor Leased and Permit	PBLD_HQPO_PROGRAM_OFFICE HQPO_PROGRAM_OFFICE *Building/Trailer Info, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(4) *EM*	The DOE headquarters program office responsible for the building/trailer and its operations (SC, EM, etc.). *(Field/Ops Admin, Finance/Accounting)*
Responsible Party – Electric Required	LSDT_SERV_ELECTRIC *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Lessee or 2 - Lessor) pays for electricity. *(Procurement, Real Estate Rep)*
Responsible Party – Exterior Required	LSDT_SERV_EXT_MAINT *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Lessee or 2 - Lessor) pays for exterior maintenance. *(Procurement, Real Estate Rep)*
Responsible Party – Interior Required	LSDT_SERV_INTERIOR_MAINT *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Lessee or 2 - Lessor) pays for interior maintenance. *(Procurement, Real Estate Rep)*
Responsible Party – Janitorial Required	LSDT_SERV_EXT_JANITORIAL *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Lessee or 2 - Lessor) pays for janitorial services. *(Procurement, Real Estate Rep)*
Responsible Party – Refuse Required	LSDT_SERV_REFUSE_REMOVAL *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Lessee or 2 - Lessor) pays for refuse removal. *(Procurement, Real Estate Rep)*
Responsible Party – Sewage Required	LSDT_SERV_SEWAGE *Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Lessee or 2 - Lessor) pays for sewage services. *(Procurement, Real Estate Rep)*
Responsible Party – Utilities	LSDT_SERV_UTILITIES_MAINT	CHAR(1)	Code that indicates which party (1 - Lessee or 2 - Lessor)

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required	*Lease Detail 2 Tab* UPDATE FREQUENCY: As Needed	*ME*	pays for utilities except electricity (gas, water, etc.). *(Procurement, Real Estate Rep)*
RPV Description	RPVM_DESC *Lookup Table, RPV Tab*	CHAR(25) *ME*	Description of the RPV model.
RPV Detail	RPVM_DETAIL *Lookup Table, RPV Tab*	CHAR(300) *ME*	This is a short description of the model that may include the model square footage, its intended use, the number of stories, and a description of the structure of the building similar to the model building type field currently in FIMS.
RPV Model Required	RPVM_MODEL PBLD_BUILDING_GROUP_NO *Lookup Table, RPV Tab* UPDATE FREQUENCY: As Needed	CHAR(3) *ME*	A typical building that would be built to replace an existing building. The model use costs and engineering statistics compiled by RS Means. The data is gathered from various cities across the United States for typical types of buildings that would be built for a particular function or usage. The model uses today's construction techniques, materials and current building codes.
RPV Unit Cost	RPVM_UNIT_COST *Lookup Table*	NUM(6,2) *ME*	This is a national unit cost for the model. This cost is calculated by dividing the total cost of the model by the square footage of the model. This cost is adjusted based on the gross square feet of the building being replaced and a site geographic multiplier and site specific cost adders.
Rural Acreage Required	PLND_ACREAGE_RURAL *Land Dimensions Tab* UPDATE FREQUENCY: As Needed	NUM(12,2) *ME*	Acreage of land for a property not classified as urban. Urban is property located within the boundaries of a densely populated area of 2500 inhabitants or more. *(Procurement, Real Estate Rep, Area Office)*
Secretarial Office Required	AREA_PROG_PROGRAM_OFFICE SITE_PROG_PROGRAM_OFFICE *Area Info Tab, Site Info Tab* UPDATE FREQUENCY: As Needed	CHAR(2) *ME*	The DOE program office that has been assigned landlord responsibilities for the Area and the Area buildings/facilities. Program Office can be assigned at either the Site or Area level. *(Field/Ops Admin, Budget)*
Security Level	SECR_SECURITY_LEVEL *Edit User Tab*	CHAR(1)	Determines the Add, Update, and Delete capability of the user. The level of FIMS security are FIMS System Administrator (Headquarters), Field/Operations Office System Administrator, Field/Operation Office User, Site

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			System Administrator, Guest, and Immortal Guest.
Seismic Comments Required for DOE Owned Optional for DOE Leased and Contractor Leased	PBLD_SEIS_COMMENTS *Building Condition Tab* UPDATE FREQUENCY: As Needed	CHAR(255) *EH*	This field is to be used for brief comments necessary to explain designations made in other seismic fields. The comment should simply repeat the code and give a short description, i.e. MB16 mobile home. *(Seismic Engineer, Plant Engineering)*
Seismic Essential Required for DOE Owned Buildings and Trailers Optional for DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SEIS_ESSENTIAL *Building/Trailer Info Tab* UPDATE FREQUENCY: As Needed	CHAR(2) *EH*	Buildings / Trailers that require a level of seismic resistance that is higher than life safety. Life Safety is the minimum level of protection required by ICSSC RP4. After an earthquake, a "life safe" building should not have caused any fatalities, but it may be so badly damaged that it is no longer functional or even salvageable. *(Seismic Engineer, Plant Engineering)*
Seismic Exemption Required for DOE Owned Buildings and Trailers Optional for DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SEIS_REASON_EXEMPT EXEMPT_CODE *Building/Trailer Info Tab, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(2) *EH*	The code that classifies the building/trailer as exempt from seismic evaluation in accordance with EO 12941. If a building/trailer is not exempt, the code E0 should be selected. *(Seismic Engineer, Plant Engineering)*
Seismic Exemption Description - Long	EXEMPT_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the seismic exemption code.
Seismic Exemption Description - Short	EXEMPT_SHORT_DESC *Lookup Table*	CHAR(25)	Abbreviated description of the seismic exemption code.
Seismicity Required	SITE_SEISMICITY GEOT_SEISMICITY *GSA Report Tab - System Generated* UPDATE FREQUENCY: Static	CHAR(1) *EH*	A system generated data element that identifies the seismicity level as low, moderate, or high. The seismicity level is determined using the Geographic Location State and County codes. The seismicity levels were obtained from the 1994 NEHRP Recommended Provisions.
Site Address Required	SITE_MAILING_ADDRESS *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(30) *ME*	Street number and street name to which mail should be sent. For leased properties, this also serves as the Lessee Address. *(Field/Ops Admin, Area Office, Procurement, Real Estate Rep)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Site City Required	SITE_CITY *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(23) *ME*	Name of the city or town to which mail should be sent. For leased properties, this also serves as the Lessee city. *(Field/Ops Admin, Area Office, Procurement, Real Estate Rep)*
Site Default	SECR_SITE_DEFAULT *Locations Tab*	CHAR(5)	Specifies the Site to be active each time the user enters FIMS.
Site Factor	*RPV Tab* UPDATE FREQUENCY: As Needed	NUM(5,2) *ME*	The site factor is a single number that is applied to the product of the model unit cost, RS Means geographic adjuster and gross square footage. It is calculated from other multipliers or add-on percentages such as Architect and Engineering fees, project management fees, site requirements, general requirements, contingency and escalation factors. The FIMS default value is generic and is based on site condition assessment staff feedback. FIMS administrators should contact their site project estimators or engineering staffs for a site specific number to calculate the RPV.
Site Geographic Cost Factor	SITE_GEOCOST_FACTOR *RPV Tab* *Internal*	NUM(3,2)	This factor is multiplied against the Trailer Replacement Plant Value (RPV) to adjust for local variations at a DOE site. The factor is for labor and material only and does not account for special site related escalators.
Site Name Required	SITE_NAME *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(50) *ME*	Name assigned to a Site. A site is a geographic location that is a subdivision of the Field Office. *(Field/Ops Admin, Area Office)*
Site Number Required	SITE_NUMBER AREA_SITE_NUMBER PROP_SITE_NUMBER STCT_SITE_NUMBER SODS_SITE_NUMBER *New Site Tab, Site Info Tab* UPDATE FREQUENCY: Static	CHAR(5) *ME*	Five-digit number assigned by DOE headquarters that uniquely identifies the Site. *(Field/Ops Admin, Area Office)*

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Site Restriction	SECR_SITE_RESTRICT *Edit User Tab*	CHAR(5)	Specifies the Site that a user with Site User level security may access.
Site State Required	SITE_STATE *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Two character state mailing code for the Site. For leased properties, this also serves as the Lessee state. *(Field/Ops Admin, Area Office)*
Site Zip Required	SITE_ZIP *Site Info Tab* UPDATE FREQUENCY: Static	CHAR(10) *ME*	The primary zip code assigned by the U.S. Postal Service. Stored value includes a 5 digit code (required) and a 4 digit extended code (optional). *(Field/Ops Admin, Area Office)*
Special Space Required	PGSA_SPECIAL_SPACE *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	Special space assigned by the General Services Administration (GSA). There are 11 categories of special space which is defined as space which has unique architectural/construction features, requires installation of special equipment, or requires varying costs to construct, maintain and/or operate as compared to office and storage space. The 11 categories are: (SP-1A) Laboratories, (SP-1B) Private toilets, clinics, and health facilities, (SP-2) Food service, (SP-3A) Structurally changed areas, (SP-3B) Courtrooms, (SP-4) ADP, (SP-5A) Conference and classrooms, (SP-5B) Hearing room - Judiciary, (SP-5C) Judicial chambers, (SP-6) Light industrial areas, (SP-7) Quarters and residential. Measured in square feet. *(Real Estate Division of the specific GSA regional office that provided the space)*
Status Date Required for DOE Owned Optional for DOE Leased, Contractor Leased and Permit	PBLD_CMST_STATUS_DATE *Building Info Tab, Trailer Info Tab* UPDATE FREQUENCY: As Needed	DATE *SC*	Date the building/trailer status is in effect. Status date is required for building/trailer status choices: Operational Standby; Shutdown Pending Transfer; Shutdown Pending D&D; and D&D in Progress. *(ES&H, Building Mgr, Plant Engineering)*
Status Utilization Required for DOE Owned Buildings where Building Status = '1 – Operational'	PBLD_PERCENT_UTILIZATION *Building Info Tab* UPDATE FREQUENCY: As Needed	NUM(5,4) *SC*	The percentage of the facility's net square feet that is utilized when the Building Status is 'Operational'. Space assigned to a specific program or general use function will be considered active. Space in transition because occupants are moving in/out will be considered active

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			UNLESS the vacated space has not been assigned to a specific program or general use function. Existing space under renovation or planned for renovation (where funds are designated for renovation) will be considered active. If the space is planned for renovation but no funds have been designated, such space will be considered inactive. All other space in an operating facility will be classified as active. *(Building Mgr, Plant Engineering)*
Storage Space Required	PGSA_STORAGE_SPACE *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(10) *EM*	Storage space assigned by the General Services Administration (GSA). Storage space is defined as space consisting of concrete, woodblock, or unfinished floors; bare block or brick interior walls; unfinished ceiling; and similar construction containing minimal lighting and heating. Storage space is shown in three categories on the GSA report: (ST-1) Storage in general purpose office building; (ST-2) Inside parking; (ST-3) Warehouse space. Measured in square feet. *(Real Estate Division of the specific GSA regional office that provided the space)*
Structure RPV Optional	POSF_STRUCTURE_RPV *OSF Info Tab* UPDATE FREQUENCY: As Needed	NUM(14,2) *EM*	Cost to replace the existing structure with a new structure of comparable size using current technology, codes, standards, and materials. This value is a manual entry that is developed at the site level. *(Finance/Accounting, Facilities Rep)*
Summary Condition	PBLD_SUMMARY_CONDITION *Condition Tab – System Generated Annually*	CHAR(20) *SC*	Each owned building or trailer will be placed in a summary condition category of Excellent, Good, Adequate, Fair, Poor, Fail or Not Applicable. The designation is system generated on an annual basis (when Deferred Maintenance reporting has been finalized) based on the deferred maintenance cost from the current condition assessment divided by the replacement plant value. The Summary Condition is generated as 'Not Applicable' for owned buildings or trailers where the Building/Trailer Status is Shutdown Pending Transfer, Shutdown Pending D&D, D&D in Progress, Shutdown Pending Disposal, or Deactivation. The purpose of this field is to determine the condition of the asset's structure and systems and not to

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			rate its functionality or suitability to meets its mission. The categories are automatically calculated within FIMS and have been simplified. • Excellent: Deferred maintenance is <2% of replacement plant value. • Good: Deferred maintenance is 2 - <5% of replacement plant value. • Adequate: Deferred maintenance is 5 - <10% of replacement plant value. • Fair: Deferred maintenance is 10 - <25% of replacement plant value. • Poor: Major deferred maintenance is 25 - <60% of replacement plant value. • Fail: Replacement is required because deferred maintenance cost is 60% of replacement plant value. • Not Applicable: The owned building or trailer is designated with a Building/Trailer Status of Shutdown Pending Transfer, Shutdown Pending D&D, D&D in Progress, Shutdown Pending Disposal, or Deactivation. *(Building or Maintenance Mgr, Plant Engineering)*
Summary/Detail Indicator Required for DOE Owned, DOE Leased, and DOE Contractor OSF and Trailers	PROP_DETAIL_IND *OSF/Trailer Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates if the property is an S - Summary or D - Detail level record. Summary can be defined as multiple facilities summarized in one FIMS record, while Detail is a single facility reported in one FIMS record. This field is used for trailers and OSFs only. *(Facilities Rep, Plant Engineering)*
To Acquisition Date Required for DOE Owned Land	PLND_ACQ_DATE_TO *Land Info Tab* UPDATE FREQUENCY: Static	DATE *ME*	The date on which the government acquired the last parcel of land included in this land record. For land records with one parcel, this date is the same as the "From Acquisition Date". *(Real Estate Rep, Procurement, Area Office)*
Total Adjustments	PROP_CAPI_IMPROVE_COST_TOTAL	NUM(14,2)	The total of all capital adjustments/improvements to the property.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
	System Generated		
Total Costs	(calculated field) *Cap Adjusts Tab*	NUM(14,2)	The total of all capital adjustments/improvements to the property plus the initial acquisition costs.
Total Occupants (GSA Assign Space) Required	PGSA_TOTAL_OCCUPANTS *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(5) *ME*	The peak number of persons to be housed during a single 8-hour shift, regardless of how many workstations are provided for them. In addition to permanent employees of DOE, this definition also includes all other personnel including temporaries, part-time, seasonal and contractual employees and budgeted vacancies. Employees assigned by GSA are also included in this total. *(Real Estate Division of the specific GSA regional office that provided the space)*
Total Space Required	(calculated field) *GSA Assign Tab* UPDATE FREQUENCY: As Needed	NUM(10)	The sum total of the Office Space, Storage Space, and Special Space assigned by the General Services Administration.
Trailer RPV Required	PBLD_BUILDING_RPV *Trailer Info Tab – System Generated* UPDATE FREQUENCY: As Needed	NUM(14,2) *ME*	Current cost to replace an existing trailer with a new trailer. This value does not include the cost of the underlying land. The RPV is system generated, based on a unit cost/sq ft that includes siting and geographic cost adjusters. A unit cost factor of $58.25 is used for real property trailers, where a foundation is created and utility hookups are provided. A unit cost factor of $26.35 is used for personal property trailers. Personal property trailers are generally single-wide construction, intended for temporary use, anchored with tie downs and no utilities. These unit cost factors are based on an unfurnished standard office trailer, 12 x 60 feet, with standard finishes and utility hookup. Each site has the option to input a site derived RPV, if desired.
Trailer Status Required for DOE Owned Trailers Optional for DOE Leased and Contractor Leased Trailers	PBLD_CMST_STATUS *Trailer Info Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *SC*	Status of the trailer reflects programmatic intentions as well as the physical/operational status of the trailer. The selections are as follows: 1 - Operating - A trailer that is required for DOE's current and ongoing needs and responsibilities.

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			2 - Operational Standby - If there is any future programmatic use of the trailer (other than cleanup) expected. 3 - Shutdown Pending Transfer - Indicates the trailer is to be planned for eventual transfer to another programmatic office or organization. 4 - Shutdown Pending D&D - Indicates the trailer has been shutdown for the purpose of eventual D&D (regardless of when D&D activities are slated to start). Under this category, the programmatic office or organization responsible for D&D activities would have responsibility for this trailer. 5 - D&D in Progress - D&D activities are underway. This activity would be identified once funds have been budgeted and approved for expenditure. 6 – Operating Pending D&D – Indicates the trailer has been transferred to the programmatic office or organization responsible for D&D activities. The trailer is being used for site clean up activities. 7 – Operating under an Outgrant – A trailer being used by another party through means of a lease, easement, license, or permit. 8 – Transfer to Another Federal Agency – The trailer has been designated for eventual transfer to another federal agency. 9 – Sale – Indicates the trailer has been sold to a private business, community, commercial development group or local governmental development authority. A – Demolished - Indicates the facility has been demolished, torn down. This status is to be used for buildings/trailers that no longer physically exists. B – Deactivation – A facility that has completed or is undergoing the process of placing it in a stable and known condition including the removal of hazardous and radioactive materials to ensure adequate protection of the worker, public health and safety, and the environment, thereby limiting the long-term cost of surveillance and

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			maintenance. Actions include the removal of fuel, draining and/or de-energizing nonessential systems, removal of stored radioactive and hazardous materials, and related actions. Deactivation does not include all decontamination necessary for the dismantlement and demolition phase of decommissioning, e.g., removal of contamination remaining in the fixed structures and equipment after deactivation. Not all deactivated facilities will be declared as excess facilities. C – Shutdown Pending Disposal – Indicates the facility has been shutdown and has been identified for eventual disposition. The process to report the facility as excess to the Department's needs has been either started or completed. *(ES&H, Building Mgr, Plant Engineering)*
Transfer to PSO Required for DOE Owned Buildings and Trailers Optional for DOE Leased and Contractor Leased Buildings and Trailers	PBLD_PROG_STATUS_PSO *Building Info Tab, Trailer Info Tab* UPDATE FREQUENCY: As Needed	CHAR(2) *SC*	Program code associated with a building/trailer status of 3 - Shutdown Pending Transfer. *(ES&H, Building Mgr, Plant Engineering)*
UFAS Compliance Indicator Required	PBLD_COMPLIES_UFAS *Handicap Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Determines whether a building meets the requirements of the Uniform Federal Accessibility Standards (UFAS) handicapped regulations. *(Plant Engineering, Building Mgr)*
UFAS Exemption Code Required	UFAS_EXEMPTION_CODE PBLD_UFAS_EXEMPTION_CODE *Lookup Table, Handicap Tab* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that identifies whether or not a building is exempt from complying with the Uniform Federal Accessibility Standards (UFAS). *(Plant Engineering, Building Mgr)*
UFAS Exemption Description - Long	UFAS_EXEMPTION_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the UFAS exemption code.
UFAS Exemption Description - Short	UFAS_EXEMPTION_SHORT_DESC Lookup Table	CHAR(15)	Abbreviated description of the UFAS exemption code.
UFAS Justification	PBLD_JUST_CODE	CHAR(1)	Reason that the building may be exempt from complying

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
Required	*Handicap Tab* UPDATE FREQUENCY: As Needed	*ME*	with UFAS. This field is not required if the UFAS Exemption is designated as 'No Exemption'. *(Plant Engineering, Building Mgr)*
Update Current Location	SECR_USER_OPTION_1 *Locations Tab*	CHAR(1)	Indicator used to determine if the current settings of the Navigator should be updated with any location changes that have been made.
Update Date	XXXX_UPDATE_DATE (XXXX is the four digit primary prefix that identifies the table to which the field belongs). *System Generated*	DATE	Audit information.
Update User ID	XXXX_UPDATE_USER_ID (XXXX is the four digit primary prefix that identifies the table to which the field belongs). *System Generated*	CHAR(8)	Audit information.
Urban Acreage Required	PLND_ACREAGE_URBAN *Land Dimensions Tab* UPDATE FREQUENCY: As Needed	NUM(12,2) *ME*	Acreage of land for a property located within the boundaries of a densely populated area of 2500 inhabitants or more. *(Real Estate Rep, Procurement, Area Office)*
Usage Code Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	USCD_USAGE_CODE PROP_USCD_USAGE_CODE *Lookup Table, Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(4) *ME*	Code which designates the current use of a property. Land usage codes consist of 2 characters, Building/Trailer usage codes consist of 3 characters, and OSF usage codes consist of 4 characters. *(Building Mgr, Industrial Engineer, Plant Engineering)*
Usage Code Description - Long	USCD_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the usage code.
Usage Code Description - Short	USCD_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the usage code.
User ID	SECR_USER_ID *Edit User Tab*	CHAR(8)	Uniquely identifies the user to FIMS. The user ID may consist of a minimum of four up to eight alphanumeric characters. The user ID must begin with an alphabetic

English Name	Element Name / Tab Name	Fmt/Sponsor	Description (Data Source)
			character.
User ID Date	SECR_USER_ID_DATE *Edit User Tab*	DATE	Last date that the user logged into FIMS.
User Name	SECR_USER_NAME *Edit User Tab*	CHAR(50)	Name of the FIMS user (last name, first name).
Verify Password	This is not an actual data element. *Password Tab*	CHAR(10)	This field is used to confirm a match to the new FIMS password entered by the user. The password may consist of up to eight alphanumeric characters including the underscore(_). The password must begin with an alphabetic character.
Yr Acquired Required for DOE Owned, DOE Leased, and Contractor Leased Buildings Required for DOE Owned Trailers Optional for OSF	PBLD_YEAR_ACQUIRED POSF_YEAR_ACQUIRED *Condition Tab, OSF Info Tab* UPDATE FREQUENCY: Static	CHAR(4) *ME*	Identifies the year (YYYY) when a building or trailer was acquired rather than built by DOE. For new constructions, the Year Built and the Year Acquired will be the same. For Other Structures and Facilities (OSF), the year will represent when the OSF was constructed or acquired, whichever is the oldest date. If the date is unknown or facilities are grouped together, use the date that signifies when the largest sections/additions were constructed or acquired. The Year Acquired edit allows years to be input from 1902 through the current calendar year. *(Plant Engineering, Finance/Accounting)*
Yr Built Required for DOE Owned, DOE Leased, and Contractor Leased Buildings Required for DOE Owned Asset Type '501' Trailers Optional for DOE Owned Trailers with Asset Type not equal '501'	PBLD_YEAR_BUILT *Condition Tab* UPDATE FREQUENCY: Static	CHAR(4) *ME*	For DOE construction, the year (YYYY) that a building/trailer is accepted for beneficial occupancy. If acquiring an existing building/trailer, it is the year the building/trailer was constructed (best estimate if unknown). The Year Built edit allows years to be input from 1902 through 2100. *(Plant Engineering, Finance/Accounting)*

B. Building Usage Codes

Introduction

This appendix defines the various building usage codes used by FIMS. These codes are used when entering the usage code for buildings and trailers/modulars on the FIMS Prop Info tab.

Real property holdings are reported to GSA by the use of each building. These GSA codes are two digits only; for example, the code for a School is 23. FIMS breaks these codes down into more specific three-digit codes. For example, 230 for Traditional Classroom Buildings and 231 for Specialized Training Buildings.

GSA requires that all building measurements be entered in square feet.

10 **ADMINISTRATIVE** (No entry; for GSA summary only)

101 OFFICE

All traditional office environments where personnel are primarily engaged in desk or workstation oriented tasks. An office can be a conventional structure with individual rooms and/or groups of rooms that house one or more individuals per room. Another recent development concerns facilities characterized by large open spaces, with workstations defined by modular furniture or movable partitions. Traditional support rooms (such as toilets, janitor closets, mechanical rooms, conference rooms, etc.) are included in the calculation of gross space.

This category is also intended to include office-type space where other functional uses also exist, but in an incidental way. For example, a 100,000 square-foot office facility with 1,500 square feet of laboratory bench space, 2,000 square feet of short-term storage space, and 200 square feet of shop space still would be classified entirely as an office facility because the other uses of the facility are incidental to the function. Judgment of the property management staff is required in the final determination of the category of this type of facility.

14 **POST OFFICE** (No entry; for GSA summary only)

140 POST OFFICE

Buildings or parts of buildings used primarily as post offices. This category should not be used to describe mailrooms that are routinely part of other administrative, laboratory or other types of facilities. While the Department

of Energy (DOE) might have no entries in this category, it is provided to simplify reporting on the GSA format.

21 **HOSPITAL** (No entry; for GSA summary only)

210 HOSPITAL)

Buildings used for furnishing inpatient diagnosis and treatment under the supervision of physicians and that have 24-hour/day registered graduate nursing services. This category does not include buildings used directly in applied research in medicine; those should be listed under research facilities.

211 MEDICAL CLINICS

Buildings used to provide routine outpatient and emergency care. Inpatient facilities are limited to emergencies, and the patients are usually transferred to full-care hospitals as soon as possible.

212 EXAMINATION AND TESTING FACILITIES

Buildings used for providing routine physical examinations and tests.

213 VETERINARY CLINICS

Buildings that provide both inpatient and outpatient care for animals. This category does not include buildings used for laboratory research on animals.

214 OTHER MEDICAL OR HOSPITAL FACILITIES

Medical or hospital buildings that do not fit in the categories above.

22 **PRISON (OWNED ONLY)** (No entry; GSA summary only)

220 PRISON (OWNED ONLY)

Buildings under the jurisdiction of the Department of Justice used to confine Federal prisoners. While DOE has no entries in this category, it is provided to simplify reporting on the GSA format.

23 **SCHOOL** (No entry; for GSA summary only)

230 TRADITIONAL CLASSROOM BUILDINGS

231 Buildings used as employee training facilities. These buildings can include large lecture halls, traditional laboratory or computer support and other similar items.

231 SPECIALIZED TRAINING BUILDINGS

Buildings containing mock-ups of special items that would require hands-on training for employees. For example, control rooms, simulated workstations, boilers, etc..

232 AUDITORIUM/THEATER

233 Buildings use to accommodate large numbers of people for formal gatherings or presentations. These buildings generally have theater-style seating, a stage, and audio-visual support facilities and include lobby areas, incidental loading and storage facilities, and offices.

233 TECH TRANSFER/CONFERENCE BUILDINGS

Buildings used to transfer or teach technical information in a seminar or conference format.

234 OTHER SCHOOL BUILDINGS

Schools or training buildings that do not fit in the categories above.

29 OTHER INSTITUTIONAL USES (No entry; for GSA summary only)

290 LIBRARY

Facilities used to store and dispense books, periodicals, journals, film, tapes, and other similar material. Space is available for reading, viewing, meeting, and other activities associated with traditional libraries. Incidental office and supply spaces are normally included. This category does not include small reading rooms or similar spaces normally found in other administrative facilities.

291 CAFETERIA

Buildings used for the preparation, serving, and consumption of food. They include snack bars, dining halls, or facilities where food might be brought.

292 VISITORS CENTER

Buildings used to provide space for screening and processing visitors to a site. These facilities can include waiting areas and spaces for displays. This category should be differentiated from gatehouses which control who enters and leaves a site.

293 MUSEUMS/SHRINES/NATIONAL LANDMARKS/HISTORIC BUILDINGS

Buildings that display artifacts, or are themselves historically significant.

294 RECREATIONAL FACILITY

Buildings used to provide recreation for employees. Examples are meeting houses, swimming pool change houses, bowling alleys, picnic support facilities, etc..

295 PHYSICAL FITNESS

Buildings used for physical exercise and therapeutic treatment. These facilities house exercise equipment and therapeutic devices that are associated with fitness.

296 SECURITY HEADQUARTERS/BADGE ISSUANCE/GATEHOUSES

Facilities having heavier than normal construction, shielding, communications facilities, classified information storage capabilities, ammunition and weapons lockers, and other related requirements. These facilities differ from guardhouses, whose construction is similar but have a singular function.

297 COMPUTER BUILDINGS

Buildings used for housing computers. These facilities are characterized by raised floors, specialized air conditioning systems, extensive fire protection, special power requirements, and other similar needs. These buildings can have incidental spaces for support offices, storage rooms, and minor repair or testing facilities.

299 OTHER INSTITUTIONAL BUILDINGS

Institutional buildings that do not fit in the categories above.

30 HOUSING (No entry; for GSA summary only)

300 VISITOR HOUSING

Buildings used to house visiting scientists, engineers, technicians, and others involved in the operation or research conducted at a site. Facilities can be single family, townhouse, or apartment style. This category does not include motels or lodges used primarily for short-term stays.

301 MOTEL/HOTEL/LODGES

Buildings used for temporary overnight lodging of visitors.

302 ALL OTHER HOUSING.

Housing that does not fit the categories above.

40 STORAGE (No entry; for GSA summary only)

400 GENERAL STORAGE

Buildings used for general storage of materials. These facilities can include incidental office space for administration or control.

401 PROGRAMMATIC GENERAL STORAGE

Buildings used for storing program specific equipment. Examples are support devices for scientific research work, parts of production lines or similar pieces of property. These buildings can have other distinguishing features, such as air conditioning. The most important function of the facility is storage of program-related items.

410 HAZARDOUS/FLAMMABLE STORAGE

Buildings used for storing hazardous and/or flammable material. Examples are paint, chemicals, batteries, and certain bulk fuels. Do not include tanks or other structures that are not buildings and do not include facilities for storage of nuclear contaminated materials.

411 NUCLEAR CONTAMINATED STORAGE

Buildings used for storing nuclear contaminated materials.

412 SPECIAL NUCLEAR MATERIAL STORAGE

Buildings used for storing special nuclear materials.

415 NUCLEAR WASTE STORAGE FACILITY

Buildings intended to hold processed and packaged material in long-term storage.

421 SECURE STORAGE FACILITY

Buildings designed for the secure storage of materials. Features include special monitoring, hardened exterior walls, blast proof style construction, and other similar special features.

422 AUTOMATED WAREHOUSING

Buildings designed for fully automated entry, storage, and retrieval of materials. These buildings generally lack provisions for human use.

423 TEMPERATURE AND HUMIDITY CONTROLLED WAREHOUSING

Buildings designed for storing materials that require strict control of temperature and/or humidity fluctuations. Air conditioned or heated warehouses that do not have unusual temperature or humidity requirements should not be included in this category. For example, a warehouse for the general storage of electronic gear that requires routine temperature and humidity control should be listed under general storage.

424 MAGAZINE, AMMUNITION STORAGE

Buildings designed to store and control weapons and/or ammunition for small arms. This category does not include bunkers, that are not buildings, or magazine/igloos used for storage of special nuclear materials or weapons.

425 MAGAZINE IGLOO STAGING FACILITY

Facilities used for staging special nuclear materials or weapons.

440 ENVIRONMENTAL CONTROLLED STORAGE

Storage buildings used for the storage of environmentally controlled substances, either permanently or for measured periods, like those legislated through various Federal regulations.

450 SHED STORAGE

Storage buildings lacking one or more walls that would enclose the building. This structure satisfies the accepted departmental definition of a building and should be included in this category, not as an "other structure or facility."

50 INDUSTRIAL BUILDINGS (No entry; for GSA summary only)

501 PRODUCTION/MANUFACTURING BUILDINGS

Buildings used for manufacturing or producing items or materials. Associated incidental office and storage rooms should be included as part of the manufacturing space. Use this category only when more specific categories are not applicable.

502 PRODUCTION/MANUFACTURING BUILDINGS, NUCLEAR

Buildings used for manufacturing or producing nuclear items or materials. This category does not include uranium enrichment facilities.

503 HAZARDOUS PRODUCTION/MANUFACTURING BUILDINGS

Buildings used for manufacturing or producing non-nuclear, hazardous materials.

511 PRODUCTION REACTORS)

Buildings used to house all active components of nuclear production reactors, with the exception of reactors used to demonstrate a process, accomplish research, or act as the driver in a power or steam generating facility.

521 URANIUM ENRICHMENT, DIFFUSION

Buildings used for the enrichment of uranium through the diffusion process.

522 URANIUM ENRICHMENT, CENTRIFUGE

Buildings used for the enrichment of uranium through the centrifuge process.

523 URANIUM ENRICHMENT, AVLIS

Buildings used for the enrichment of uranium or other isotopes through the atomic vapor laser isotope process.

541 FABRICATION FACILITY

Buildings used to fabricate subassemblies that are used in combination with manufactured items to complete another item.

542 FABRICATION, NUCLEAR

Buildings used to fabricate or shape various nuclear materials as subassemblies used as part of a continuing manufacturing process.

551 ASSEMBLY FACILITIES

Buildings used to assemble materials or parts produced in other buildings.

552 ASSEMBLY, NUCLEAR

Buildings used to assemble nuclear materials or parts produced or obtained from other facilities.

561 MANUFACTURING/PRODUCTION RELATED LABORATORIES

Buildings used to provide laboratory support to a manufacturing or production process.

562 DEMONSTRATION FACILITY

Buildings used to demonstrate proof of a process, either as an end or an intermediate step before further construction takes place.

571 MANUFACTURING INSPECTION BUILDING

Buildings that provide inspection and/or quality control services to manufacturing or production processes.

591 MATERIALS HANDLING OR PROCESSING FACILITIES

Buildings used to handle and/or process materials either in stream or as end products.

592 NUCLEAR CHEMICAL PROCESS FACILITIES

Buildings used to chemically separate nuclear materials into other isotopes and waste products.

593 NUCLEAR WASTE PROCESSING AND/OR HANDLING BUILDINGS

Buildings used to handle or process nuclear waste in various forms.

599 OTHER INDUSTRIAL FACILITIES

Industrial buildings that are not identified in any of the categories above.

60 SERVICE BUILDINGS (No entry; for GSA summary only)

This category differs from the "Institutional" category by the kind of service performed. Both types provide support to personnel for the basic installation mission, but service facilities supply goods and services while institutional facilities provide process types of non-material services. Property management's judgment is required in determining the proper category.

600 BUILDINGS TRADES MAINTENANCE SHOPS (No entry; for FIMS summary only)

601 MAINTENANCE SHOPS, GENERAL

Multi-use shops that often involve public works functions. Incidental office and day storage rooms or tool dispensing facilities should be included as part of the shop space.

602 PAINT SHOPS

Buildings used for preparing and painting materials. These buildings include paint spray booths, sand-blast booths, and paint lockers.

603 WELDING SHOPS

Buildings designed for welding repairs and preparation of welded assemblies. These facilities often have piped-in gases and extensive electrical load capabilities to run welding equipment. Small welding shops that are part of larger assembly, pipefitting, and machine shops should not be listed separately in this category.

604 PIPE FITTING AND PLUMBING SHOPS

Buildings used for repair, servicing, and assembly of pipe and plumbing. Valve repair, steam trap repair, and other similar functions can be included in this category.

605 CARPENTRY SHOPS

Buildings used for woodworking functions, including new construction, model making, and wood-related repairs. These buildings have wood storage facilities and large ventilation systems to handle sawdust and wood chips.

606 HEATING, VENTILATING, AND AIR CONDITIONING SHOPS

Buildings used for maintenance and repair of heating, ventilating, and air conditioning equipment.

607 OTHER BUILDINGS TRADES SHOPS

Trade-related shops that are not identified in the categories above. This category includes trade buildings that house both multiple shops and related functions under one roof.

610 TECHNICAL MAINTENANCE SHOPS (No entry; for FIMS summary only)

611 MACHINE SHOPS

Buildings containing machine tools used to repair and manufacture parts and assemblies, dedicated to materials used in supporting the installation mission.

612 ELECTRONICS SHOPS

Buildings used for maintenance and repair of electronic equipment. Some larger installations can have specialized computer and communications equipment repair shops listed separately. These facilities have extensive test equipment and repair benches. Often, clean room atmospheres are required.

613 COMPUTER/COMMUNICATIONS REPAIR SHOPS

See definition for 612.

614 EQUIPMENT CALIBRATION SHOPS

Buildings designed for the calibration of electronic and other sensitive instruments and devices that must operate at specified standards.

615 ELECTRICAL/MOTOR REPAIR SHOPS

Buildings used for maintenance and repair of electrical equipment and motors.

620 TRANSPORTATION-RELATED SHOPS (No entry; for FIMS summary only)

621 VEHICLE REPAIR SHOPS

Buildings used as maintenance and repair facilities for buses, trucks, cars, and small off-road vehicles, like forklifts. Larger off-road vehicles, like graders and bulldozers, are listed under heavy equipment repair shops, unless the shop is a combined facility. Combined facilities should be listed in this category.

622 HEAVY EQUIPMENT REPAIR SHOPS

Buildings used for the maintenance and repair of heavy off-road equipment, like graders and bulldozers.

623 RAILROAD REPAIR SHOPS

Buildings designed for maintenance and repair of railroad rolling stock.

630 INDUSTRIAL SAFETY-RELATED BUILDINGS (No entry; for FIMS summary only)

631 CHANGE HOUSES

Buildings used as change and shower facilities by workers who "suit-up" prior to starting work and change back to street clothes prior to leaving work.

640 SECURITY-RELATED BUILDINGS (No entry; for FIMS summary only)

641 GUARD HOUSES

Buildings occupied by security guards to observe or control specific areas or facilities. These buildings have high percentages of glass in all directions and are fortified to discourage physical attacks. Guard towers should not be included in this category.

642 COMMUNICATIONS/CONTROL CENTERS

Buildings that house communications and control facilities as well as alarm and environmental monitoring equipment.

643 INDOOR FIRING RANGES

Buildings used as small arms indoor firing facilities. These buildings can contain incidental ammunition and weapons storage, training rooms, and offices.

644 PHYSICAL FITNESS FACILITIES

Buildings designed to house physical fitness equipment and shower facilities.

650 RETAIL SERVICE BUILDINGS (No entry; for FIMS summary only)

651 GAS STATIONS

Buildings that house automobile gasoline (including diesel, oil, and gasohol) dispensing facilities. These facilities can include some vehicle servicing and repair facilities.

652 BANKS AND CREDIT UNIONS

Buildings that house commercial financial institutional, collocated at DOE installations to provide services to installation employees.

660 COMMUNICATIONS BUILDINGS (No entry; for FIMS summary only)

670 WORK CONTROL AND PROJECT STAGING BUILDINGS (No entry; for FIMS summary only)

671 TOOL CRIBS/DISPENSING CONTROL

Buildings used to dispense workmen's tools and supplies.

672 WORK IN PROGRESS/READY BUILDINGS

Buildings used for the staging of required materials to complete specific jobs.

673 QUALITY ASSURANCE SHOPS

Buildings used for quality assurance functions. These buildings house test equipment and their support facilities.

680 AIR SERVICE BUILDINGS (No entry; for FIMS summary only)

681 HELICOPTER AND AIRPLANE HANGARS

Buildings, including incidental office and supply rooms, that house and maintain rotary and fixed-wing aircraft.

682 AIRPORT TERMINAL BUILDINGS

Buildings that function as air traffic control, and passenger and freight processing facilities.

683 OTHER AIR SERVICE BUILDINGS

Air support service buildings that do not fit in the categories above.

690 OTHER SERVICE BUILDINGS (No entry; for GSA summary only)

691 LAUNDRY

Buildings that house equipment for washing clothing and other materials.

692 LAUNDRY CONTAMINATED

Buildings that house equipment for washing and sorting nuclear contaminated clothing and other materials. Separate buildings used to sort the laundry should also be included in this category. This category also includes any connected support facilities that house filters and emergency power supplies.

693 FIRE STATION

Buildings, including firefighting training rooms and equipment storage facilities, that house firefighting and rescue equipment.

694 OTHER SERVICE BUILDINGS

Service buildings that do not fit in the categories above.

70 RESEARCH AND DEVELOPMENT

Laboratories are divided functionally by the research discipline housed in the building. Laboratories that perform more than one function should use a code that reflects the largest single activity performed. If no predominant function can be determined, use a multi-function laboratory code.

700 RESEARCH AND DEVELOPMENT SUPPORT LABORATORIES (No entry; for FIMS summary only)

701 METEOROLOGY AND CALIBRATION LABORATORY

Buildings that house weather research and related instrument calibrations. The buildings have greater than normal electrical requirements, closely controlled atmospheres, sound attenuation, and other similar items.

702 COMPUTATION LABORATORY

Buildings housing research work involving the need for computations. While not primarily a computer facility, extensive computer hardware will be present in the building; communications line-up and emergency power is provided for the computer equipment.

703 APPLIED SCIENCE LABORATORY

Buildings used in the design and testing of scientific components associated with research and manufacturing activities within DOE. These buildings have laboratory bench space CAD-CAM equipment, room for assembling and testing components, emergency power supplies, and similar items.

704 CALIBRATION LABORATORY

Buildings housing facilities to calibrate various instrumentation. These buildings have controlled temperature and humidity, sound attenuation, clean room isolation, and similar items.

709 OTHER SUPPORT LABS

Buildings housing research and development activities in support of other research not specifically identified above. These facilities have similar characteristics to the laboratories above.

710 CHEMISTRY LABORATORIES (No entry; for FIMS summary only)

711 CHEMISTRY LABORATORY, NON-NUCLEAR

Buildings used for research work involving chemistry and chemical engineering. These buildings have equipment designed to handle both liquid and solid materials. Building characteristics include special waste

treatment facilities, ventilation requirements, abundant gas supplies of various types, emergency power supplies, extensive fire protection, and similar items.

712 CHEMISTRY LABORATORY, NUCLEAR

Buildings used for research work involving nuclear chemical processes. These buildings have items similar to 711, with the addition of highly elaborate ventilation, air handling, and safety systems.

719 OTHER CHEMISTRY LABORATORY

Laboratory buildings housing chemical research not identified above. These buildings have similar characteristics to the laboratories above.

720 PHYSICS LABORATORY (No entry; for FIMS summary only)

721 PHYSICS LABORATORIES

Laboratory buildings housing research in physics. These buildings generally have laboratory bench space, significant electrical requirements, computational and communications requirements, and high bay workspace for experimentation.

722 OPTICS LABORATORY

Buildings used for optics- and physics-related research. Characteristics are similar to 721, with the addition of clean room space.

723 APPLIED PHYSICS LABORATORY

Buildings housing research work in applied physics. Characteristics are similar to 721, with the addition of larger workspaces for assembly and handling of larger pieces of experimental equipment.

724 NUCLEAR PHYSICS LABORATORY

Buildings used for nuclear physics research. Characteristics are similar to 721, with the addition of elaborate and highly effective ventilation and filtration systems.

729 OTHER PHYSICS LABORATORIES

Physics laboratories that do not fit in the categories above.

730 ELECTRICAL/ELECTRONICS LABORATORIES (No entry; for FIMS summary only)

731 ELECTRICAL/ELECTRONICS LABORATORY

Buildings used for electrical and electronics research, including communications and computer research. These facilities have large and varied electrical supply requirements.

732 COMMUNICATIONS LABORATORY

These facilities are similar to 710, but specialized for communications equipment.

739 OTHER ELECTRICAL/ELECTRONICS LABORATORY

Electrical/electronics laboratories that do no fit in the categories above.

740 BIOMED RESEARCH LABS/BUILDINGS (No entry; for FIMS summary only)

741 BIOLOGICAL RESEARCH LABORATORY

Buildings used for general biological research.

742 MEDICAL RESEARCH LABORATORY

Buildings used to perform medical research. Patients can be kept overnight for observation and analysis, but patient care is not the primary function.

743 HUMAN FACTORS LABORATORY

Buildings used to research human factors that affect specific types of endeavors.

745 ANIMAL RESEARCH FACILITY

Buildings used for housing, experimentation, and disposal of research animals.

746 ANIMAL HOUSE

Buildings used to shelter and feed laboratory animals.

749 OTHER BIOMED BUILDINGS

Buildings used for general, nonspecific biological or medical research and testing.

750 MATERIALS RESEARCH AND TEST BUILDINGS (No entry; for GSA summary only)

751 MATERIALS LABORATORY

Buildings used to house research materials. These buildings have large high bay work areas with floor loading and heavy material handling capabilities.

759 OTHER MATERIAL R&D TEST BUILDINGS

Buildings used to house general, nonspecific materials research, development, and testing.

760 ENVIRONMENTAL RESEARCH AND TEST BUILDINGS (No entry; for FIMS summary only)

761 ENVIRONMENTAL LABORATORY

Buildings used for environmental research work in various sciences.

765 RADIATION EFFECTS LABORATORY

Buildings where research combining the sciences of chemistry, biology, physics, and other related fields are practiced to assess radiation affects on biological and physical materials.

769 OTHER ENVIRONMENTAL R&D/TEST BUILDINGS

Buildings housing general, nonspecific environmental research, development, and testing.

780 LARGE SCALE RESEARCH/DEMONSTRATION BUILDINGS (No entry; for FIMS summary only)

781 LARGE SCALE DEMONSTRATION/RESEARCH BUILDING

Buildings housing large scale devices used for testing and proof of principle or monitoring prior to full development.

782 HOT CELLS

Buildings housing cells or enclosures for isolation and manipulation of highly radioactive materials.

783 RESEARCH REACTOR

Buildings housing nuclear reactors that collect scientific data.

784 REACTOR BUILDING (related reactor components)

Buildings housing related reactor components. This does not include the reactor itself which is categorized as 783.

785 ACCELERATOR BUILDING

Buildings housing related components of an accelerator. This does not include the accelerator ring itself, which is categorized as another structure or facility.

790 GENERAL LABORATORIES & R&D BUILDINGS (No entry; for FIMS summary only)

791 LABORATORIES, GENERAL - NON-NUCLEAR

Buildings used to conduct research not identified in one of the categories above.

792 LABORATORIES, GENERAL - NUCLEAR

These buildings are the same as 791, but include involvement of nuclear materials.

793 MULTI-FUNCTION RESEARCH/LAB BUILDING

Buildings housing varied research activities that have no predominant function.

80 OTHER (No entry; for GSA summary only)

801 OTHER

This category consists of buildings that do not fit in the previously listed categories. Qualified entries will be scrutinized and should demonstrate unusual occurrences. This code should be used only as a last resort.

99 TRUST BUILDINGS (No entry; for GSA summary only)

991 TRUST BUILDINGS

Buildings held in trust for another. This category is generally used by the Department of Interior, and is not commonly used by other Federal agencies.

C. OSF Usage Codes

Introduction

This appendix describes the various Other Structures and Facilities (OSF) codes. These codes are used when entering OSF usage code data on the FIMS Prop Info tab.

GSA requires that all Government agencies report OSF by 14 two-digit codes. In order to better meet the Department of Energy's needs, an OSF classification system has been developed. This system breaks down OSF codes into eight series, each of which has various subcategories. When you enter OSF codes, enter the four-digit subcategory codes listed on the following pages. The process that creates the GSA tape will summarize these four-digit codes to their appropriate two-digit GSA codes.

The eight OSF codes series are:

1000 - Transportation Systems

2000 - Catchall for GSA and Other Known Assets

3000 - Research and Development

4000 - Storage

5000 - Industrial/Production/Process

6000 - Service Structures, Not Buildings

7000 - Communication Type Systems

8000 - Distribution Systems

The 4000, 5000, and 8000 series are used to describe the utility systems at installations. Within these series, the hundreds level is used to describe particular utility systems.

100 - Water Utility Systems

200 - Petroleum, Oil, and Lubricant Utility Systems

300 - Gases Utility Systems

400 - Industrial Waste Utility Systems

500 - Septic Utility Systems

600 - Storm Water Utility Systems

700 - Chill Water Utility Systems

800 - Steam Utility Systems

900 - Electrical Utility Systems

1000 TRANSPORTATION SYSTEMS (No entry)

Networks and structures on which people or things are moved between different locations. These are primarily used by air, water, or land transportation systems. Networks are the major land-based methods used to move between locations. Structures are predominantly the bridges and tunnels portions of the networks.

1129 SIDEWALKS (Primary Unit of Measure = Linear Feet)

Paved paths used predominantly for walking or bicycling between two different locations. This category does not include the bridges and tunnels connecting such paths or paved structures used for driving.

1169 BRIDGES (WALKING) (Primary Unit of Measure = Linear Feet)

Bridges used exclusively for walking. This category does not include vehicular bridges that have sidewalks; bridges used by both vehicles and pedestrians should be counted in the vehicular category.

1171 TUNNELS (WALKING) (Primary Unit of Measure = Linear Feet)

Tunnels used exclusively for walking. This category does not include vehicular tunnels that have sidewalks; tunnels used by both vehicles and pedestrians should be counted in the vehicular category.

1209 OTHER, AIR TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1229 1239 1279 1289

1229 RUNWAYS (Primary Unit of Measure = Linear Feet)

Paved strips of ground used for liftoff or landing of aircraft. This category does not include parking structures or taxiways.

1239 TAXIWAYS (Primary Unit of Measure = Linear Feet)

Paved strips of ground used to move aircraft between locations. This category does not include parking structures or runways.

1279 HELICOPTER LANDING PAD (Primary Unit of Measure = Square Yards)

Paved areas used to land helicopters.

1289 PARKING (AIRCRAFT) (Primary Unit of Measure = Square Yards)

Paved areas for parking aircraft. This category does not include runways or taxiways.

1309 OTHER, WATER TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1329 1339 1369 1379 2619 2839

1329 PIERS (Primary Unit of Measure = Linear Feet)

Is a structure that extends out from shore into navigable water and is designed for the berthing of vessels for repair, fueling, and other essential services, such as fresh water, electric power, compressed air, waste disposal, and communications facilities. A pier is oriented either perpendicular to or at an angle with the shore and normally accommodates berthing on both sides.

1339 DOCKS/WHARVES (Primary Unit of Measure = Linear Feet)

Waterside structures used for transferring materials between land and water transportation systems. This category includes docks and wharves that are connected to land on one side and are in contact with water on the other side.

1369 BREAKWATERS (Primary Unit of Measure = Linear Feet)

Is a free-standing barrier designed to break up and disperse heavy seas and to shield the waters of a harbor from wave action. Breakwaters are planned where primary protection is necessary to create or shelter a harbor or basin for vessels from wave action.

1379 JETTIES (Primary Unit of Measure = Linear Feet)

Are structures built to intercept and deflect currents to control drift and deposit of sand and silt. Jetties are planned at harbor entrances and channels to control unstable conditions of silting and deposits of sand caused by river flow or tidal or wave action.

1409 OTHER, RAILROAD TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

1429 1469 1471

1429 PRIMARY TRACKS (Primary Unit of Measure = Linear Miles)

The actual rails on which trains travel. This category does not include rail that is covered by bridges or tunnels.

1469 BRIDGES (TRAINS) (Primary Unit of Measure = Linear Feet)

Bridges used exclusively by trains.

1471 TUNNELS (TRAINS) (Primary Unit of Measure = Linear Feet)

Tunnels used exclusively by trains.

1709 OTHER, VEHICULAR TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1729 1739 1749 1769 1771 1789

1729 PRIMARY ROADS (Primary Unit of Measure = Linear Miles)

Paved highways or major throughways used as the major arteries on large installations. These roads usually have higher speed limits than secondary paved roads. This category does not include bridges, tunnels, or parking areas.

1739 SECONDARY ROADS (Primary Unit of Measure = Linear Miles)

Paved secondary roads on which vehicles travel from the primary roads to their point of destination. These paved roads usually have moderate speed limits to accommodate the number of entry and exit points coupled with potential pedestrian traffic. This category does not include bridges, tunnels, or parking areas.

1749 TERTIARY ROADS (Primary Unit of Measure = Linear Miles)

Unpaved or unimproved roads. This category does not include bridges, tunnels, or parking areas.

1769 BRIDGES (VEHICULAR) (Primary Unit of Measure = Linear Feet)

Vehicular bridges.

1771 TUNNELS (VEHICULAR) (Primary Unit of Measure = Linear Feet)

Vehicular tunnels.

1789 PARKING (VEHICULAR) (Primary Unit of Measure = Square Yards)

Vehicular parking areas.

2000 CATCHALL FOR GSA AND OTHER KNOWN ASSETS (No entry)

Catchall category for structures that do not fit neatly under the other series.

2009 CATCHALL (Primary Unit of Measure = Each)

Only use as a last resort.

2309 OTHER, NAVIGATION AIDS (Primary Unit of Measure = Each)

Used to assist travelers in their mission (i.e., traffic signs or traffic lights).

2329 AIR TRAFFIC AIDS (Primary Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on air field areas.

2339 SHIPPING TRAFFIC AIDS (Primary Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on water transportation structures or areas.

2429 FENCING (SECURITY) (Primary Unit of Measure = Linear Feet)

Barriers used to provide physical security for an installation. This category includes fencing used in perimeter security external to buildings or other structures.

2439 TOWERS (SECURITY) (Primary Unit of Measure = Height)

Elevated guard towers used in providing physical security to an installation or a specific area at an installation.

2469 RANGES, RIFLE/PISTOL (SECURITY) (Primary Unit of Measure = Firing Points)

Facilities used to train personnel in the use of firearms.

2609 OTHER, RECLAMATION AND IRRIGATION (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

2619 2629 2639 2649

2619 CANALS (RECLAMATION) (Primary Unit of Measure = Linear Feet)

An artificial waterway for draining of land.

2629 LATERALS (RECLAMATION) (Primary Unit of Measure = Linear Feet)

A side ditch or conduit for draining of land.

2639 PUMPING STATIONS (RECLAMATION) (Primary Unit of Measure = Gallons per minute)

A building in which pumps operate to remove water by providing an adequate pressure to a distribution system or by physically elevating the water for elimination through canals used to drain the land area.

2649 STORAGE/DIVERSION DAMS (RECLAMATION) (Primary Unit of Measure = Feet)

A structure built to obstruct the flow of a waterway to assist in the reclamation of land areas.

2809 OTHER, FLOOD CONTROL AND NAVIGATION (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in codes:

2819 2829 2839

2819 DAMS (Primary Unit of Measure = Acres-Feet)

Barriers constructed to obstruct the flow of waterways, such as rivers, streams, or creeks.

2829 LEVEES/DIKES (Primary Unit of Measure = Linear Miles)

Embankments constructed on dry ground along riverbanks or waterways to prevent overflow of lowlands and to retain floodwater.

2839 NAVIGABLE CHANNELS (Primary Unit of Measure = Linear Miles)

A waterway that can handle shipping traffic.

2909 OTHER, MONUMENTS AND MEMORIALS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in code:

2919

2919 STRUCTURES, MONUMENTS AND MEMORIALS (Primary Unit of Measure = Each)

Memorial stones, statues, or buildings erected in remembrance of persons or events.

3000 RESEARCH AND DEVELOPMENT (No entry)

Structures used in the research and development stage.

3009 OTHER, RESEARCH AND DEVELOPMENT (Primary Unit of Measure = Each)

Structures related to the Research and Development process and measured by each unit.

3209 OTHER, ENERGY RESEARCH ACCELERATORS (Primary Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

3221 3251 3261

3221 ACCELERATORS, RING (Primary Unit of Measure = Square Feet)

Structures related to ring accelerators.

3251 ACCELERATORS, LINEAR (Primary Unit of Measure = Square Feet)

Structures related to linear accelerators.

3261 RESEARCH REACTORS (Primary Unit of Measure = Each)

Structures related to research reactors.

4000 STORAGE (No entry)

Tanks and storage structures used to store solid, liquid, or gaseous materials, particularly water, petroleum products, gases, hazardous materials, or sewage.

Tanks are large (thousands of gallons or hundreds of cubic feet) metal containers used to store materials in a manner similar to how a warehouse would store inventory.

Storage structures, other than tanks, can include pavement areas, reservoirs, and drainage ponds.

4009 OTHER, STORAGE (Primary Unit of Measure = Each)

This code should only be used as a last resort if storage must be measured by each unit.

4109 OTHER, WATER STORAGE (Primary Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4121 4131 4141 4161 4171 4181

4121 TANK, GRAVITY (POTABLE) (Primary Unit of Measure = Gallons)

Elevated water tanks that store potable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4131 TANKS, GRAVITY (NONPOTABLE) (Primary Unit of Measure = Gallons)

Elevated water tanks that store nonpotable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4141 TANKS, GRAVITY (FIRE PROTECTION) (Primary Unit of Measure = Gallons)

Elevated water tanks that store fire protection water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4161 TANKS, PRESSURE (POTABLE) (Primary Unit of Measure = Gallons)

Potable water tanks that require pumps or pressure to extract their water.

4171 TANKS, PRESSURE (NONPOTABLE) (Primary Unit of Measure = Gallons)

Nonpotable water tanks that require pumps or pressure to extract their water.

4181 TANKS, PRESSURE (FIRE PROTECTION) (Primary Unit of Measure = Gallons)

Fire protection water tanks that require pumps or pressure to extract their water.

4209 OTHER, TANKS (OIL) (Primary Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4221 4289

4221 TANKS (OIL) (Primary Unit of Measure = Gallons)

Tanks used to store petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc.. Examples are structures contained in a petroleum tank farm, a fuel oil tank for a power plant, or an underground gasoline storage tank.

4289 CAVERNS (OIL) (Primary Unit of Measure = Barrels)

Underground manmade caverns with piping systems to transfer and store oil. This category applies to the Strategic Petroleum Reserves and should not be used by other installations.

4319 OTHER TANKS (GAS) (Primary Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4321 4322 4331

4321 TANKS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet)

Tanks used to store natural gas.

4322 TANKS (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Cubic Feet)

Tanks used to store combustible gases, other than natural gas, such as acetylene, butane, hydrogen, or propane.

4331 TANKS (PROCESS GAS) (Primary Unit of Measure = Cubic Feet)

Tanks used to store noncombustible process gases, such as carbon dioxide, compressed air, or nitrogen.

4409 OTHER, STORAGE (INDUSTRIAL WASTE/HAZ) (Primary Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4431 4441

4421 TANKS (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Gallons)

Tanks used to store industrial nonhazardous waste that cannot be processed by a sewage treatment plant.

4431 TANKS (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Gallons)

Tanks used to store industrial hazardous, but not contaminated waste, that cannot be processed by a sewage treatment plant.

4441 TANKS (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Gallons)

Tanks used to store industrial hazardous and contaminated waste that cannot be processed by a sewage treatment plant.

4497 STORAGE VAULTS (NON-EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Above ground storage vaults for non-explosive materials.

4498 VAULTS/BUNKERS (EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Underground compartments used to store explosives.

4499 IGLOOS (EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Dome-shaped structures used to store explosives.

4521 TANKS (SEWAGE) (Primary Unit of Measure = Thousands of Gallons)

Tanks used to store sewage prior to treatment.

4621 TANKS (STORMWATER) (Primary Unit of Measure = Thousands of Gallons)

Tanks used to store stormwater prior to treatment.

4919 STORAGE (OPEN PAVEMENT) (Primary Unit of Measure = Square Yards)

Open, paved areas used to store or stage materials.

4920 RCRA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under RCRA regulations.

4921 CERCLA ENGINEERED WASTE CONTAINMENT STUCTURE (Primary Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under CERCLA regulations.

4922 UMTRACA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Licensed waste containment cell designed and constructed by the UMTRA Title I or II programs.

5000 INDUSTRIAL/PRODUCTION/PROCESS (No entry)

Plants, wells, and structures used in an industrial setting for producing commodities, such as water, oil, or gas, etc., or for processing waste.

Plants are used for processing or treating the materials. Wells are used for extracting or obtaining the commodities.

Structures are items that do not fit into the above categories, but are used in conjunction with the production or processing of the commodity. Examples are cooling towers or ponds.

5008 PUMPING STATIONS (Primary Unit of Measure = Each)

A building in which pumps operate to move fluid by providing adequate pressure to a distribution system.

5009 STRUCTURES, INDUSTRIAL, OTHER (Primary Unit of Measure = Each)

This code should only be used as a last resort if industrial structures must be measured by each unit.

5129 PLANTS (WATER TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or purify water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5159 OTHER, INDUSTRIAL, WATER WELLS (Primary Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if structure does not fit in codes:

5169 5171 5181

5169 WELLS (POTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain potable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5171 WELLS (NONPOTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain nonpotable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5181 WELLS (FIRE PROTECTION) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain fire protection water prior to it being distributed throughout the installation's piping systems or stored in an elevated or pressurized tank.

5221 PLANTS (PETROLEUM) (Primary Unit of Measure = Gallons per Hour)

Plants used to process and refine petroleum products into their different fuel products. This category applies to the Naval Petroleum Reserves.

5269 WELLS (OIL) (Primary Unit of Measure = Barrels)

Wells used to obtain crude-oil products from the earth through wells. This category applies to the Naval Petroleum Reserves.

5321 PLANTS (NATURALS GAS) (Primary Unit of Measure = Cubic Feet per Day)

Plants used to process natural gas.

5322 PLANTS (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Cubic Feet per Day)

Plants used to process other combustible gases, other than natural gas, like acetylene, butane, hydrogen, or propane.

5339 PLANTS (PROCESS GAS) (Primary Unit of Measure = Each)

Plants used to produce noncombustible process gases like carbon dioxide, compressed air, and nitrogen.

5369 WELLS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Wells used to "drill" only for natural gas and control its escape. This category applies to the Naval Petroleum Reserves.

5419 OTHER, PLANTS (INDUSTRIAL WASTE/HAZARD) (Primary Unit of Measure = Gallons per Day)

This code should only be used as a last resort if structure does not fit in codes:

5431 5441

5421 PLANTS (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Gallons per Day)

Plants used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant.

5431 PLANTS (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Gallons per Day)

Plants used to process hazardous industrial, but not contaminated, waste that cannot be processed or treated by a sewage treatment plant.

5441 PLANTS (CONTAMINATED, HAZARDOUS) (Primary Unit of Measure = Gallons per Day)

Plants used to process industrial hazardous and contaminated waste that cannot be processed or treated by a sewage treatment plant.

5509 OTHER, PLANTS (SEWER) (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

5529 5539 5549 5569 5621

5529 PLANTS (SEWER, PRIMARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process includes the removal of floating solids and suspended solids, both fine and coarse, from raw sewage.

5539 PLANTS (SEWER, SECONDARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process results in activated sludge, mixed sludge, and chemically precipitated sludge.

5549 PLANTS (SEWER, TERTIARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This is the third and final stage of sewage treatment.

5569 SEPTIC TANKS (SEWER) (Primary Unit of Measure = Gallons)

Settling tanks in which settled sludge is in immediate contact with sewage flowing through the tanks while solids are decomposed by anaerobic action.

5621 PLANTS (STORMWATER, PRIMARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process stormwater sewage.

5729 PLANTS (CHILL WATER) (Primary Unit of Measure = Tons)

Plants used to produce centralized chill water for installation-wide industrial processes or personal comfort cooling.

5749 PLANTS (EVAPORATIVE COOLING) (Primary Unit of Measure = Tons)

Plants that cool air by evaporating water in it.

5769 TOWERS (CHILL WATER) (Primary Unit of Measure = Tons)

Cooling towers used in the production, processing, or treatment of chill water.

5789 COOLING PONDS OR RESERVOIRS (Primary Unit of Measure = Square Feet)

Cooling ponds or reservoirs used in the production, processing, or treatment of chill water.

5808 SOLAR HEATING SYSTEMS (Primary Unit of Measure = British Thermal Unit Per Hour)

Plants that heat air or water by using the sun.

5809 OTHER HEATING SYSTEMS (Primary Unit of Measure = British Thermal Unit Per Hour)

This code should only be used as a last resort if structure does not fit in codes:

5819 5829 5839 5849 5861 5906

5819 OTHER BOILERS (Primary Unit of Measure = British Thermal Unit Per Hour)

These boilers (not gas-, oil-, or coal-fired boilers) are used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5829 PLANTS (GAS-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Gas-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5839 PLANTS (OIL-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Oil-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5849 PLANTS (COAL-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Coal-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5861 PLANTS (GEOTHERMAL) (Primary Unit of Measure = British Thermal Units/Hour)

Gas-fired electric generating plants.

5906 ELECTRIC GENERATORS (Primary Unit of Measure = One Thousand Volt-Ampere)

A machine that converts mechanical energy into electrical energy.

5907 POWER DEVELOPMENT DAMS (Primary Unit of Measure = Height)

A structure built to obstruct and harness the flow of a waterway to develop electrical power.

5908 OTHER, PHOTOVOLTAIC SYSTEMS (Primary Unit of Measure = Thousands of WATTS)

Used in producing electric current by chemical action.

5909 OTHER, ELECTRICAL SYSTEMS (Primary Unit of Measure = Thousands of WATTS)

This code should only be used as a last resort if structure does not fit in codes:

5921 - 5981

5921 PLANTS (GAS-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Gas-fired electric generating plants.

5939 PLANTS (OIL-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Oil-fired electric generating plants.

5949 PLANTS (COAL-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Coal-fired electric generating plants.

5959 PLANTS (HYDRO) (Primary Unit of Measure = Thousands of WATTS)

Hydro-electric generating plants.

5969 PLANTS (GEOTHERMAL) (Primary Unit of Measure = Thousand of WATTS)

Electric generating plant that utilizes the heat of the Earth's interior (natural steam).

5981 PLANTS (NUCLEAR POWERED) (Primary Unit of Measure = Thousand of WATTS)

Nuclear powered electrical generating plants used to produce electricity for installation-wide distribution.

5991 TRANSMISSION LINES (500 kV) (Primary Unit of Measure = Linear Miles)

500 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5992 TRANSMISSION LINES (345 kV) (Primary Unit of Measure = Linear Miles)

345 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5993 TRANSMISSION LINES (230 kV) (Primarily Unit of Measure = Linear Miles)

230 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5999 TRANSMISSION LINES (Primary Unit of Measure = Linear Miles)

Lines used in transmitting power to distribution lines. This category includes transmission lines that are an integral part of Federal power development systems, even if the power is produced by another Federal agency. This category is primarily reserved for Power Marketing Administration's usage. Onsite distribution lines should be counted in the distribution (8000) series.

6000 SERVICE STRUCTURES, NOT BUILDINGS (No entry)

Structures that provide a service support function that is close to the point of consumption.

For example, gasoline is produced in the industrial category, stored in the storage category, and distributed in the distribution category to different points of personal consumption (like at a gasoline station).

For electricity, there is a production and distribution process; street lights provide a support function that consumes or transforms the electricity into light and is at the point of consumption.

In addition to the above consumption aspects, this category is used for other service support function activities, such as a garbage incinerator that provides a service to the installation that is unrelated to a utility commodity.

6008 OTHER, SERVICE STRUCTURES (Primary Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

6009 - 6719

6009 OTHER, OTHER SERVICE STRUCTURES (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure is measured by each unit.

6221 POL SERVICES FOR AIRCRAFT (Primary Unit of Measure = Pumps)

Aircraft refueling structures.

6231 POL SERVICES FOR WATERCRAFT (Primary Unit of Measure = Pumps)

Waterfront refueling structures.

6271 POL SERVICES FOR VEHICLES (Primary Unit of Measure = Pumps)

Vehicular refueling (gas stations) structures.

6419 INCINERATOR PLANTS (Primary Unit of Measure = Each)

Structures used to burn trash so that only ashes remain.

6718 VEHICLE SERVICE (Primary Unit of Measure = Square Feet)

Structures used to service vehicles.

6719 VEHICLE WEIGHING FACILITY (Primary unit of Measure = Each)

Structures used to weigh vehicles.

6778 OTHER, PAVING STRUCTURES (Primary Unit of Measure = Square Yards)

This code should only be used as a last resort if structure does not fit in code:

6779

6779 PAVING (Primary Unit of Measure = Square Yards)

Any land area covered by concrete or asphalt.

6919 STREET LIGHTS (Primary Unit of Measure = Linear Feet)

Lights used to illuminate roads or walkways for safety.

6929 SECURITY LIGHTS (Primary Unit of Measure = Linear Feet)

Lights used specifically to meet physical security requirements.

7000 COMMUNICATION TYPE SYSTEMS (No entry)

Communications systems that transmit information in the form of voice or data to a location where it will be processed or interpreted. This category is divided into networks and other communications structures.

Networks are the actual above ground or underground cables used to transmit the information. Other communications structures are part of network systems, but are not cables. For example, phone lines might require underground ducts or above ground poles, while microwave communication might require towers. Ducts or poles already in place for other utilities, such as electrical power, should not be counted in the category.

7007 OTHER, COMMUNICATIONS SYSTEMS LINES (Primary Unit of Measure = Each)

These are lines that do not fit into any other categories within the 7000 series.

7008 OTHER, COMMUNICATIONS MONITORING SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if communications monitoring systems must be measured by each unit.

7009 OTHER, COMMUNICATIONS SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if communications system must be measured by each unit.

7221 CABLES, ABOVE GROUND (VOICE/DATA) (Primary Unit of Measure = Linear Feet)

Above ground voice or data cables usually hung off telephone poles or towers.

7231 CABLES, UNDER GROUND (VOICE/DATA) (Primary Unit of Measure = Linear Feet)

Underground voice or data cables usually buried in conduits or ducts.

7261 POLES (VOICE/DATA) (Primary Unit of Measure = Each)

Telephone poles or similar structures used exclusively for communication. This category does not include poles whose primary use is to run electrical power; they should be counted in the electrical distribution category (8961).

7279 TOWERS (VOICE/DATA) (Primary Unit of Measure = Height Feet)

Metal towers (similar to microwave towers) or similar structures used exclusively for communication. This category does not include poles whose primary use it to run electrical power; they should be counted in the electrical distribution category (8961).

7281 SWITCHING STATIONS (VOICE/DATA) (Primary Unit of Measure = Each)

Voice or data communications switching stations.

7321 CABLES, ABOVE GROUND (FIRE ALARM) (Primary Unit of Measure = Linear Feet)

Above ground fire alarm cables usually hung off poles or towers. Existing phone lines used for transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7331 CABLES, UNDER GROUND (FIRE ALARM) (Primary Unit of Measure = Linear Feet)

Underground fire alarm cables usually buried in conduits or ducts. Existing phone lines transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

7409 OTHER, SECURITY SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if security system must be measured by each unit.

7421 CABLES, ABOVE GROUND (SECURITY) (Primary Unit of Measure = Linear Feet)

Above ground security alarm cables usually hung off poles or towers. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7431 CABLES, UNDER GROUND (SECURITY) (Primary Unit of Measure = Linear Feet)

Underground security alarm cables usually buried in conduits or ducts. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

7509 OTHER, ENERGY MANAGEMENT CONTROL SYSTEMS (Primary Unit of Measure = Points)

This code should only be used as a last resort if energy management control system must be measured in points.

7521 CABLES, ABOVE GROUND (ENERGY MANAGEMENT CONTROL) (Primary Unit of

Measure = Linear Feet)

Above ground energy management control cables usually hung off poles or towers. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7531 CABLES, UNDER GROUND (ENERGY MANAGEMENT CONTROL) (Primary Unit of

Measure = Linear Feet)

Underground energy management control cables usually buried in conduits or ducts. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

8000 DISTRIBUTION SYSTEMS (No entry)

Networks and support structures used to move commodities between the point of production, treatment, processing, storage, or consumption external to facilities. These structures are used primarily for distributing utilities, such as water, petroleum products, gases, hazardous materials, sewage and stormwater, chill water, steam or high temperature hot water, and electricity.

Networks are the actual structures used to distribute utilities. Support structures are closely related to the distribution system, but are not part of the network components. Support structures ensure commodities flow between the points of production or processing to the points of consumption or completion.

For example, in a liquid distribution system, the network of piping and the support structures are the pumps. In electrical energy distribution systems, the Network is the cabling and the support structures are the substations or transformers.

8009 PIPELINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8119 - 8141 8231 8241 8328 8329 8339 8419 - 86498719 - 8849

8119 OTHER, WATER LINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if water line does not fit in codes:

8129 8131 8141 8629 8649 8719 - 8849

8129 PIPING (POTABLE WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move potable water.

8131 PIPING (NONPOTABLE WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move nonpotable water.

8141 PIPING (FIRE PROTECTION WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move fire protection water.

8159 OTHER, PUMPING STATIONS (Primary Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if pumping station does not fit in codes:

8169 - 8181 8271 8379 8661

8169 PUMPING STATIONS (POTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that potable water will flow from points of supply to demand.

8171 PUMPING STATIONS (NONPOTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that nonpotable water will flow from points of supply to demand.

8181 PUMPING STATIONS (FIRE PROTECTION WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that fire protection water will flow from points of supply to demand.

8231 LARGE PIPING (PETROLEUM PRODUCTS) (Primary Unit of Measure = Linear Feet)

Large-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc..

8241 MEDIUM PIPING (PETROLEUM PRODUCTS) (Primary Unit of Measure = Linear Feet)

Medium-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc..

8271 PUMPS (PETROLEUM PRODUCTS) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure that petroleum products will flow from point of supply to demand.

8328 PIPING (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute other combustible gases, such as acetylene, butane, hydrogen, or propane.

8329 PIPING (NATURAL GAS) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute natural gas.

8339 PIPING (INDUSTRIAL, PROCESS GAS) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute process gases, such as carbon dioxide, compressed air, and nitrogen.

8359 OTHER, GAS DISTRIBUTION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if gas distribution system is measured by each unit.

8369 METERING STATIONS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Structure where the amount of natural gas passing through the station is recorded.

8379 PUMPING STATIONS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand.

8419 OTHER, INDUSTRIAL WASTE/HAZARDOUS MATERIALS DISTRIBUTION LINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8431 8441

8421 PIPING (INDUSTRIAL, NOT HAZARDOUS, WASTE) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move industrial, but not hazardous, waste from points of origination to processing and final disposal.

8431 PIPING (HAZARDOUS, NOT CONTAMINATED, WASTE) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous, but not contaminated, waste from points of origination to processing and final disposal.

8441 PIPING (HAZARDOUS AND CONTAMINATED WASTE) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous and contaminated waste from point of origination to processing and final disposal.

8529 PIPING, GRAVITY (SEWAGE) (Primary Unit of Measure = Linear Feet)

Piping networks that use gravity to move sewage from points of generation to treatment, processing, or disposal.

8549 PIPING, PRESSURE (SEWAGE) (Primary Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move sewage from points of generation to treatment, processing, or disposal.

8561 LIFT STATIONS (SEWAGE) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal.

8629 PIPING, GRAVITY (STORMWATER) (Primary Unit of Measure = Linear Feet)

Piping networks that use gravity to move stormwater from points of collection to treatment, processing, or disposal.

8649 PIPING, PRESSURE (STORMWATER) (Primary Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move stormwater from points of collection to treatment, processing, or disposal.

8661 PUMPS (STORMWATER) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure that stormwater will be transported between points of collection to processing or disposal.

8719 OTHER, CHILL WATER DISTRIBUTION SYSTEMS (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8721 8731

8721 SUPPLY PIPING (CHILL WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move chill water from points of supply to consumption.

8731 RETURN PIPING (CHILL WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move chill water from points of consumption to reprocessing.

8828 PIPING, SUPPLY (HIGH-TEMPERATURE WATER) (Primary Unit of Measure = Linear Feet)

Lines used to distribute high-temperature hot water.

8829 PIPING, RETURN (HIGH-TEMPERATURE WATER) (Primary Unit of Measure = Linear Feet)

Lines used to move high temperature - hot water from points of consumption to reprocessing.

8839 PIPING, SUPPLY (STEAM) (Primary Unit of Measure = Linear Feet)

Lines used to distribute steam.

8849 PIPING, RETURN (STEAM/CONDENSATE) (Primary Unit of Measure = Linear Feet)

Lines used to move steam/condensate from points of consumption to reprocessing.

8909 OTHER, ELECTRICAL DISTRIBUTION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

8929 - 8961

8929 ELECTRICAL CABLES, PRIMARY (Primary Unit of Measure = Linear Miles)

Primary cable (115 kV or above) distribution networks used to transmit electrical power.

8939 ELECTRICAL CABLES, SECONDARY (Primary Unit of Measure = Linear Miles)

Secondary cable (2.4 to 114 kV) distribution networks used to transmit electrical power.

8949 ELECTRICAL CABLES, TERTIARY (Primary Unit of Measure = Linear Miles)

Tertiary cable (less than 2.4 kV) distribution networks used to transmit electrical power.

8961 POLES/TOWERS (ELECTRICAL DISTRIBUTION) (Primary Unit of Measure = Each)

Poles and towers used to support above ground electrical distribution cables.

8979 SUBSTATIONS (Primary Unit of Measure = One Thousand Volt-Ampere)

Substations used to set the voltage or other characteristics in the cable system and ensure electrical power will flow points of supply to demand in an efficient manner.

8988 POWER TRANSFORMERS (Primary Unit of Measure = One Thousand Volt-Ampere)

Power transformers used to change the voltage or other characteristics in the cable system and ensure electrical power will flow from points of supply to demand in an efficient manner.

8989 DISTRIBUTION TRANSFORMERS (Primary Unit of Measure = One Thousand Volt-Ampere)

Distribution transformers used to change primary distribution voltage to secondary voltage and ensure electrical power can flow between the points of supply to demand in an efficient manner.

D. Management Analysis Reporting System (MARS) Asset Types

401 Land

Includes the cost of land owned by the Government and under the control of DOE. The cost of land includes the purchase price, other acquisition costs, and removal costs less salvage realized in disposing of any facilities acquired with the land. Does not include acreage withdrawn from the Public Domain.

410 Land Rights

Includes the costs of rights, interests, and privileges relating to land such as leaseholds, easements, rights-of-way, water and water power rights, diversion rights, and submersion rights.

430 Minerals

Includes both the cost of mineral rights and land containing mineral deposits owned by the Government.

440 Timber

Includes the cost and appraised value of timber and pulp wood; cost of reforestation program for the purpose of dust and soil erosion control, retention of water tables, etc.; cost of development and improvement of timber stand; and other forestry management costs. NOTE: Use of this code is limited to the Savannah River Operations Office.

460 Site Preparation, Grading, and Landscaping

Includes the cost of general clearing, grading, and drainage not directly related to the erection of buildings and structures. All landscaping is included.

470 Roads, Walks, and Paved Areas

Includes the cost of roads, bridges, streets, walks, paved parking areas and paved open areas between buildings, including any related costs of clearing, grading, base, surfacing, storm sewers or drains, curbs, gutters, culverts, lighting service, and other related facilities.

480 Fences and Guard Towers

Includes the cost of security fences, guard towers and lighting service. Fences associated with specific facilities such as ball parks and substations are included with the facilities protected.

490 Other Improvements to Land

Includes the cost of improvements not includable under codes 460, 470, or 480, such as airports, playgrounds, tennis courts, and athletic fields.

501 Buildings

Includes the cost of buildings and permanently attached appurtenances, such as elevators, fire protection, lighting, plumbing, heating, ventilation, and built-in air conditioning systems (excluding window or console air conditioning units that require no duct work or cooling towers), and the cost of piping, conduit, and cable permanently attached to and made a part of the building and that cannot be removed without cutting into the walls, ceilings, or floors. The division between building costs and costs of utility systems is generally made at a point nominally 5 feet outside the building wall.

502 Experimental and Demonstration Projects

To capitalize incurred cost for experimental and demonstration projects with a useful life of 2 years or more. These projects include full-scale test facilities, pilot plants, and other prototype facilities.

550 Other Structures

Includes the cost of such structures as dams, retention basins, reservoirs, swimming pools, pits, platforms, underground oil storage reservoirs, and stacks (when not a part of a building).

610 Communication Systems

Includes the cost of lines, poles, cables, and conduits; built-in radio transmitting and receiving equipment; and any installed equipment, otherwise portable, which has been so installed that it cannot be removed without damaging the equipment or damaging the building or structure in which it has been installed. Personal property such as telephones and intercommunication equipment should be included in asset code 730.

615 Electric Generation, Transmission, and Distribution Systems

Includes the cost of all electric generation equipment; boiler plant equipment primarily used to supply steam to steam-electric generation equipment; transmission and distribution lines, poles, towers, grounding systems, substations, transformers, controls, cables, conduits, services, meters, and protective devices; lighting fixtures, wire, poles, standards and related accessories supplying electric lighting service to roads, walks, and fences. Personal property, such as portable generators, are included in asset code 799.

620 Fire Alarm Systems

Includes the cost of central office equipment necessary for receiving and transmitting alarms, including control wiring, both cable and open, and other associated overhead and underground equipment. Portable equipment which is not permanently connected to permanent wiring and which may be removed without affecting operation of the fire alarm system is included in asset code 750.

625 Gas Production, Transmission, and Distribution Systems

Includes the cost of equipment involved in the production, storage, transmission, and distribution of natural and artificial gas, including pipelines, services, and associated regulating and metering equipment of buildings served.

630 Irrigation Systems

Includes the cost of canals, ditches, waterways, flumes, pipelines, and equipment used for irrigation purposes.

635 Railroad Systems

Includes the cost of railways, including bridges, trestles, culverts, crossing signals, clearing and grading, riprap, ties, ballast, rails, insulated joints, switches, and accessories.

640 Sewerage Systems

Includes the cost of sewerage treatment and disposal facilities, including manholes, mains, and lateral lines to pint of tie-in with buildings served, and any septic tanks.

645 Steam Generation and Distribution Systems

Includes the cost of all equipment used for the generation and distribution of steam to the point of tie-in to buildings where such steam is utilized primarily for heating and for furnishing power to rotating equipment, including emergency turbo generators. The cost of boiler plant equipment used primarily to supply steam to steam-electric generation equipment is include in 615.

650 Water Supply, Pumping, Treatment, and Distribution Systems

Includes the cost of wells, pumping and water treatments, and distribution facilities to the point of tie-in with buildings. served.

655 Nuclear Steam and Electric Generation and Transmission Systems

Includes the cost of nuclear reactors and appurtenant equipment involved primarily and principally in the generation of steam for use in steam-electric generating equipment, fossil-fuel super heaters electric generation equipment, and electric transmission facilities connecting the nuclear power plant to the transmission or distribution network. The only reactors to be identified by this code are those which have significant electrical generation.

660 SPR Crude Oil Piping System

Includes the cost of pipelines and metering devices between the oil transporting vehicle and the oil storage site.

665 NPR Crude Oil Extraction and Distribution System

Includes the cost of real property and related personal property necessary for crude oil extraction and distribution such as the well casings, piping, and integrated equipment in the piping system; oil storage facilities and support buildings and structures. Does not include any personal property, which should be included in the appropriate asset code (710-799) for personal property.

670 Process Systems

(Real or related personal property.) Includes the cost of equipment used specifically in product manufacturing and processing, including associated measurement and control instruments, which are integral to the operation of

real property, or which are so affixed to real property that removal of the equipment would significantly diminish the economic value of the real property or the equipment itself.

680 Reactors and Accelerators

Includes the cost of reactors, proton synchrotrons, electron synchrotrons, cyclotrons, linear accelerators, Van De Graaf generators, and other similar facilities, as well as the related equipment which is an integral part of the facility or related to, designed for, or specially adapted to, the functional or productive capacity of the real property, and removal of this equipment would significantly diminish the economic value of the real property or the equipment itself. Reactors with significant electrical generation should be identified with asset type 655.

725 Motors Vehicles and Aircraft (Personal Property)

Includes the cost of passenger cars, trucks, buses, jeeps, trailers, airplanes and fire trucks.

800 Improvements to Property of Others

Includes the cost of betterments made by DOE to land, land improvements (roads, runways, etc.), and to existing buildings, structures, building services, and utility systems not owned by DOE. New construction such as plants, laboratories, and similar facilities built by DOE on land owned by others should be classified in Asset Type Code 501.

900 Unclassified Plant and Equipment

Includes the cost of major construction projects or operative portions there of that have been physically completed and placed in service for which the unitization and classification of costs into plant and equipment accounts have not been completed. Allocation to production, research, community, and general facilities and to asset types 401 through 800 will require approximation in some instances, particularly at yearend when full allocation is required. (Yearend allocations may be reversed in October pending formal and more precise classifications.)

999 Other

This code may be used on an interim basis for items not identified by month end. However, records associated with transfer activity cannot use this code. At fiscal year end, this code cannot be used.

E. Lookup Table Descriptions

Acquisition Method Codes

Acquisition Method Code	Long Desc
01	Withdrawn From Public Domain
02	Fee
03	Easement
04	Permit
05	License
06	Long Term Interest
07	Other

Commission Status Codes

Building Status Code	Date Required	Status Desc
1	N	Operating
2	Y	Operational Standby
3	Y	Shutdown Pending Transfer
4	Y	Shutdown Pending D&D
5	Y	D&D in Progress
6	Y	Operating Pending D&D
7	Y	Operating under an Outgrant
8	Y	Transfer to Another Federal Agency
9	Y	Sale
A	Y	Demolished
B	Y	Deactivation
C	Y	Shutdown Pending Disposal

Deficiency Systems

Deficiency Code	Long Desc
00	None
01	Foundations and Footings
02	Substructure
03	Superstructure
04	Exterior Closure
05	Roofing
06	Interior Finishes and Construction
07	Conveying Systems
81	Plumbing Systems

82	Fire Protection
83	HVAC Systems
09	Electrical Systems
11	Specialty Systems
12	Sitework

Excess Indicator Codes (Site)

Site Excess Indicator Code	Short Desc
1	Legislative
2	Holding Agency
3	Undisposable
4	Litigation
5	Contamination
6	Historical
7	Title Problems
8	Other
E	Excess
N	Not Excess

Field Office Codes

Field Office Code	Long Desc
01	Albuquerque Operations Office
03	Chicago Operations Office
04	Yucca Mountain Site Characterization Office
05	Golden Field Office
06	Idaho Operations Office
07	Ohio Field Office
09	Nevada Operations Office
10	Oak Ridge Operations Office
11	National Energy Technology Laboratory
12	Pittsburgh Naval Reactors Office
13	Richland Operations Office
14	Oakland Operations Office
15	Savannah River Operations Office
16	Schenectady Naval Reactors Office
23	Southwestern Power Administration
24	Western Area Power Administration
26	Naval Petroleum Reserves
27	Strategic Petroleum Reserves
42	Rocky Flats

MARS Asset Type Codes

MARS Asset Type Code	Long Desc
401	Land
410	Land Rights
430	Minerals
440	Timber
460	Site Prep., Grading And Landscaping
470	Roads, Walks, And Paved Areas
480	Fences And Guard Towers
490	Other Improvements To Land
501	Buildings
502	Experimental and Demonstration Projects
550	Other Structures

610	Communications Systems
615	Electric Generation, Transmission, And Distribution
620	Fire Alarms Systems
625	Gas Production, Transmission, And Distribution Sys
630	Irrigation Systems
635	Railroad Systems
640	Sewage Systems
645	Steam Generation And Distribution Systems
650	Water Supply, Pumping, Treatment, And Distribution
655	Nuclear Steam And Electric Generation And Transmis
660	Spr Crude Oil Piping System
665	Npr Crude Oil Extraction And Distribution System
670	Process Equipment
680	Reactors And Accelerators
725	Personal Property Motor Vehicles and Aircraft
800	Improvements To Property Of Others
900	Unclassified Plant And Equipment
999	Other

MARS Reporting Source Codes

MARS Reporting Source	Long Desc
AL1	Los Alamos National Laboratory
AL9	Albuquerque Operations Office
ALA	Wastren
ALB	Honeywell, FM&T
ALD	Rockwell International Corp
ALH	Lockheed Martin - Sandia National Labs
ALM	Lockheed Martin-Pinellas
ALP	BWXT – Pantex, LLC
ALU	RUST - Geotech
ALW	Westinghouse Electric Co. - Wipp
CH1	Ames Laboratory
CH2	Argonne National Laboratory
CH3	Brookhaven National Laboratory
CH9	Chicago Operations Office
CHF	Universities Research Assn., Inc.
CHP	Princeton Plasma Physics Lab.
CHS	Midwest Reseach Institute
FT9	National Energy Technology Laboratory
GJ9	Grand Junction Office
ID9	Idaho Operations Office
IDE	Idaho National Engineering and Environmental Lab
NV9	Nevada Operations Office
NVH	Bechtel Nevada
OH1	Fluor Daniel Fernald
OH2	Mound
OR4	ORNL (UT-Battelle, LLC)
OR7	Strategic Petroleum Reserve Office
OR9	Oak Ridge Ops Office
ORA	Oak Ridge Institute for Science and Education
ORC	Westinghouse Materials Co.-Fernald
ORD	Bechtel Jacobs Company at Paducah
ORH	Oak Ridge Associated Universities
ORP	Bechtel Jacobs Company at Portsmouth
ORR	Bechtel Jacobs Company at Oak Ridge
ORY	BWXT Y-12, L.L.C.
PN9	Pittsburgh Naval Reactors Office

PND	Bechtel – Bettis Atomic Pwr Lab
RF1	Kaiser-Hill Rocky Flats
RL9	Richland Operations Office
RLD	Battelle Memorial Inst -- Pacific Northwest Lab
RLR	Kaiser Engineering Hanford
RLW	Westinghouse Hanford
RP9	Western Area Power Administration
SE9	Southeastern Power Administration
SF1	Lawrence Livermore National Lab
SF2	Lawrence Berkeley Laboratory
SF9	Oakland Operations Office
SFB	Rockwell International Corp, Atomics Intl A
SFM	Stanford Linear Accelerator Center
SFU	Ucla School Of Medicine
SPR	Dynmcdermott Petroleum Operations Company
SR9	Savannah River Operations Office
SRC	Westinghouse - Savannah River
STG	Lockheed Martin -- Knolls Atomic Power Lab
SW9	Southwestern Power Administration
WA9	Washington Office -- Headquarters
WAC	Lawrence Allison
WAF	Bechtel Petroleum Operations
YMT	Yucca Mountain Project

Hazard Category Codes

Hazard Category	Long Desc
01	Nuclear Facility Category 1
02	Nuclear Facility Category 2
03	Nuclear Facility Category 3
04	Radiological Facility
05	Chemical Hazard Facility
06	Nuclear Category 1 and Chemical Hazard Facility
07	Nuclear Category 2 and Chemical Hazard Facility
08	Nuclear Category 3 and Chemical Hazard Facility
09	Radiological Facility and Chemical Hazard Facility
10	Not Applicable

Justification Codes

Justification Code	Long Desc
A	Only Able Bodied Person Could Perform Job In Bldg
B	Handicap Person Not Allowed Due To Hazardous Cond
C	Both Justification Codes A & B
D	Neither Justification Code A Or B

Landlord Funding Program Codes

Landlord Funding	Long Desc
39-EJ	EE Conservation R&D
39-WA	CR General Administration Construction
3921	CR Plant Engineering and Design - Non-Defense
40	CR Cost Reimburs Work-Other Fed Agencies
50	CR Reimbursement Work Perf-Other Fed Agencies
60	CR Cost Of Reimbursable Work For Non-Fed Entity

65	CR 3rd Party Recpts From Tech Transfer Activty
70	CR Reimbursement For Work Performed For Non-Fed
75	CR Source Of 3rd Prty Rects Fr Tech Transfer
80	CR Reconciling Items 80
81	CR Reconciling Items 81
82	CR Reconciling Items 82
83	CR Reconciling Items 83
84	CR Reconciling Items 84
85	CR Reconciling Items 85
86	CR Reconciling Items 86
87	CR Reconciling Items 87
88	CR Reconciling Items 88
89	CR Reconciling Items 89
90	CR Reconciling Items 90
AA	FE Coal
AB	FE Gas
AC	FE Petroleum
AD	FE Fossil Energy Program Direction
AE	FE Mining Research
AF	NE Nuclear Energy Research & Develop.
AG	FE General Plant Projects
AH	CR Oak Ridge Landlord
AJ	NE Naval Reactors
AN	FE Energy Tech. Ctr. Prog. Direct.
AT	SC Magnetic Fusion
AU	FE Fuels Conversion, Natural Gas & Electricity
AV	FE Cooperative Research and Development
AW	FE Fossil Energy Environmental Restoration
AZ	FE Innovative Clean Coal Technology
CA	FE Elk Hills School Land Funds
CB	FE Naval Pet & Oil Shale Reserves
CC	EE Geothermal
CD	NE Uranium Enrichment
CF	CR Power Marketing
CH	FE Alternate Fuels Production
CN	NN Counterintelligence
CP	FE Program Administration
CR	CR Capital Asset Acquisition
CV	FE Oil And Gas Development Projects
DA	RW Nuclear Waste Disposal Act.
DB	RW Waste Management System
DC	RW Civilian Radioactive Waste R&D
DG	CR Donated Funds
DP	NNSA Weapons Activites - DP (except DP0507)
EA	EE Solar
EB	EE Solar and Renewable Resource Tech.
EC-10	EE Buildings Sector 10
EC-11	PO Emergency Building Temperature Restriction P
EC-12	EE Buildings Sector 12
EC-14	EE Buildings Sector 14
EC-15	EE Buildings Sector 15
EC-16	EE Buildings Sector 16
EC-17	EE Buildings Sector 17
ED	EE Industrial Sector - Total
EE	EE Transportation Sector
EF-07	PO Emergency Energy Conservation Act of 1979
EG	EE Multi-Sector
EH	EE Policy & Management-EERE
EK	EE Utility Sector
EL	EE Federal Energy Management Program
EN	EE Indian Energy Resources Programs

EU	EM Erwm-Uranium Enrichment Decontam &
EW	EM Environ. Restor. & Waste Mgmt -Defense
EX	EM Environ. Restor. & Waste Mgmt -Non Defense
FA	FM Field Operations
GA	MD Fissile Materials Disposition
GB0000000	NNSA Other Weapons Activities
GB01	NN Research, Development, and Testing
GB04	NNSA Contractor Employment Transition
GB05	NNSA Program Direction
GC	NN Nonproliferation & Verification R&D
GD	NN Nuclear Safeguards & Security
GG	NNSA Worker and Community Transition Program
GH	NN Security Investigations
GI	EM Security Investigations – Non-Federal
GJ	NN Arms Control and Nonproliferation
GP	FE Fed Inspector-Alaska Gas Pipeline
HC	EH Environment, Safety and Health (Non-Defense)
HD	EH Environment, Safety and Health (Defense)
HE	EH EH (Non-Defense) - Program Direction
HF	EH EH (Defense) - Program Direction
HG	CR Atomic Vapor Laser Isotope Separation (AVLIS)
IN	NN Intelligence (IN)
KA	SC High Energy Physics
KB	SC Nuclear Physics
KC	SC Basic Energy Sciences
KD	SC Energy Research Analysis
KE	SC Advanced Neutron Source
KG	SC Multiprogram Energy Lab - Facilities Support
KH	SC General Science Program Direc
KJ	SC Computational & Technology Research
KK-05	NE Policy And Management – Nuclear Energy
KM	SC Small Bus Innovation Rsch
KN	SC Small Business Technology Transfer Pilot Res
KP	SC Biological & Environmental Rsch
KS	SC Superconducting Super Collider
KT	SC University And Science Education
KV	SC University And Science Ed-Defense Related
KX	SC Office of ER Program Direction
KZ	SC ER Program Direction (ESR&D)
LA	SC Technical Information Management Program
LD	CP Consumer Affairs
LE	CP Public Affairs
MX	CR Obligated Adjust. For Closed Appropriations
NA	PO International Affairs And Energy Emergencies
NB	NN Emergency Preparedness
NC	PO Emergency Planning
ND	NN Emergency Management
NN	NN Nonproliferation&National Security Program
NP	NNSA New Production Reactor
NT	NN Intelligence
OTHER	MA Other
PE	PO Policy, Analysis & Sys Studies
RA	IG Office Of The Inspector General
RU	CR Indian Rupees
SA	FE Strategic Petroleum Reserve
SP	SC Space Research And Development
SS	NE Isotope Support
ST	NE Isotope Prod & Dist Program
TA	EI National Energy Information System (Neis)
TR	HR Scientific & Engineer Train & Devel
UC	GC Compliance

UE	GC Natural Gas & Electricity Opns
UG	GC Program Administration
UR	HG Office Of Hearings And Appeals
VR	RC Federal Energy Regulatory Commission
WA-11	CR General Administration 11
WA-21	CR General Administration 21
WA-50	ED Minority Economic Impact Program
WB	EE In-House Energy Management (IHEM)
WE	HR Office Of The Secretary
WF	HR Goods&Services thru Working Capital Fund
WH	HR Corporate Management Information
WM-10	HR General Admin Contract Services - HR
WM-12	CR Services WM-12
WM-20	CR Services WM-20
WM-25	CR Services WM-25
WM-30	CR Services WM-30
WM-40	CR Services WM-40
WM-45	CR Services WM-45
WM-46	CR Services WM-46
WM-48	CR Services WM-48
WM-50	CR Services WM-50
WM-55	CR Services WM-55
WN-03	FE Cost of SPRO Oil Sales
WN-10	NE Cost from the Sale of Isotopes and Related Sv
WN-17	FE Cost of Sale of Petroleum
WN-22	SC Co-Sponsor Contrib. to the SSC
WN0000000	CR Cost of Work for Others
WN191901	NE Related to Uranium Programs Activities
WN2000000	FE Cost of SPRO Drawdowns
YN	CR Other Costs & Credits
ZN-00	CR Revenues Applied 00
ZN-03	FE Repayments from Clean Coal Tech. Projects
ZN0802000	NE Stable Isotopes
ZN10	NE Revenue from Sale of Isotopes & Related Svc

Land Ownership Codes

Land Ownership Code	Land Ownership Desc
1	Owned By DOE
2	Permit Land
3	Contractor Control
4	Wthdwn Public Domain
5	Leased By DOE
6	Other
7	Easement

M & O Contractor Codes

M&O Contractor Code	Long Desc
0001	University Of California
0002	Bechtel SAIC Company, L.L.C..
0003	Calif Inst Of Tech
0004	Brookhaven Science Associates
0005	Airesearch Mfg. Co.
0006	Computer Sciences Corp.
0007	Lockheed Martin Corporation

0008	Honeywell Federal Manufacturing & Technologies
0009	Reynolds Elec. & Eng. Co.
0010	Univ Of Calif At Davis
0011	Rust Engineering Corporation
0012	Lockheed Martin Energy System, Inc
0013	University Of Chicago
0014	Westinghouse Elec. Co.
0015	Boeing Computer Serv.
0016	Fenix & Scisson Inc.
0017	Iowa State Univ.
0018	United Nuclear Indus.
0019	Wackenhut Services Inc.
0020	M-K National Corp.
0021	Ross Aviation Co.
0022	Battelle Memorial Inst -- Pacific Northwest Lab
0023	Bechtel Jacobs Company
0024	Exxon Nuclear Idaho Inc.
0025	Lovelace Biomed. & Envir.
0026	Kaiser-Hill Rocky Flats
0027	Hanford Envir. Health Found.
0028	U. Of Rochester
0029	Holmes & Narver Inc.
0030	Westinghouse Materials Co.
0031	University Of Georgia
0032	J.A. Jones Const.
0033	Los Alamos Const. Inc.
0034	Westinghouse Hanford
0035	Martin Marietta Specialty Components, Inc
0036	EG&G Idaho Inc.
0037	BWXT – Pantex, LLC
0038	Princeton U.
0039	Bendix Corp.
0040	Bendix Field Eng. Co.
0041	C.F. Braun Co.
0042	Univ. Research Asso. Inc.
0043	Oak Ridge Associated Universities
0044	Stanford University
0045	Goodyear Atomic Corp.
0046	Bechtel - Bettis
0047	UT-Battelle, LLC
0048	Western Electric Co.
0049	University Of Puerto Rico
0050	University Of Tennessee
0051	Univ Of Cal San Francisco
0052	University Of Utah
0053	New York University
0054	Michigan State Univ.
0055	General Atomic Company
0056	Mass Institute Of Tech.
0057	University Of Washington
0058	Yale University
0059	Midwest Research Institute
0060	Reactive Metals, Inc.
0061	Univ. Of Illinois
0062	University Of Notre Dame
0063	ETMC-Main
0064	Northern Energy Corp.
0065	Masec Corp.
0066	Southern Solar Energy Ctr., Inc.
0067	Western Solar Utilization Network
0069	MSE, Inc

0070	EG&G, Inc.
0071	Stone & Webster Eng. Corp.
0072	Univ. Of Texas - Austin
0073	Garrett Corp.
0074	Duquesne Light Co.
0075	Rockwell Hanford Operations
0076	BCS - Richland, Inc.
0077	Lockheed Martin -- Knolls Atomic Power Lab
0078	Lawrence Allison
0079	Boeing Petroleum Services Inc
0080	Bechtel Petroleum Operations
0081	Associated Elec. Cooperative, Inc.
0082	Bechtel National, Inc.
0083	Stearns & Roger
0084	Science Applications Inc.
0085	Western Research Institute
0086	BBWI
0088	UNC Technical Services
0089	M-K Ferguson
0090	Enterprise Advisory Services, Inc.
0091	Southeastern Universities Rsch. Assoc.
0092	Kaiser Engineering Hanford
0093	Westinghouse Savannah River Co.
0094	Bechtel Savannah River, Inc.
0095	Dynmcdermott Petroleum Operations Company
0096	Fluor Daniel Fernald
0097	Bechtel Nevada
0098	Wastren
0099	MACTEC-ERS
0100	West Valley Nuclear Services/Westinghouse
0101	BWXT of Ohio
0102	CH2M Hill
0103	Fluor Hanford Inc
0104	Bechtel Hanford
9999	None

Model Building Type

Model Bldg Type	Long Desc
MB01	Wood, Light Frame
MB02	Wood, Commercial and Industrial
MB03	Steel Moment Frame
MB04	Steel Braced Frame
MB05	Steel Light Frame
MB06	Steel Frame with Concrete Shear Walls
MB07	Steel Frame with Infill Shear Walls
MB08	Concrete Moment Frame
MB09	Concrete Shear Walls
MB10	Concrete Frame with Infill Shear Walls
MB11	Precast/Tilt-up Concr Walls/Lightwght Flex Diaphrm
MB12	Precast Concrete Frames with Concrete Shear Walls
MB13	Reinforced Masonry Bear Walls/Wood,Metal Deck Dphm
MB14	Reinforced Masonry Bear Walls/Precast Concr Diaphm
MB15	Unreinforced Masonry Bearing Walls
MB16	Other-Describe briefly in comments field/supp doc

Program Office Codes

Program Office Code	Long Desc
EE	Energy Efficiency and Renewable Energy
EH	Environmental, Safety and Health
EM	Environmental Management
FE	Fossil Energy
MA	Management and Administration
NE	Nuclear Energy
NN	Nonproliferation and National Security
NNSA	National Nuclear Security Administration
NR	Naval Reactors
PA	Power Administrations
RW	Radioactive Waste Management
SC	Science

Responsible HQ Program Office Codes

Responsible HQ Program Office Code	Desc
EE	Energy Efficiency/Renew Energy
EH	Environment, Safety & Health
EM	Environmental Management
FE	Fossil Energy
NA	Not Applicable
NE	Nuclear Energy
NN	Nonproliferation and National Security
NNSA	National Nuclear Security Administration
NR	Naval Reactors
OTHR	Other Program
PA	Power Administration
RW	Radiocative Waste Management
SC	Science

Seismic Exemption Codes

Seismic Exemption Code	Long Desc
E0	Not Exempt
E1	Agricult use,incidentl occupancy,or occup<2 hrs dy
E2	1/2fam dwell w/coeff<0.15
E3	One story steel light frame/wood with < 3000 sqft
E4	Fully Rehabilitated
E5	Post-Benchmark
E6	Pre-Benchmark but life save
E7	Designated to comply with Executive Order 12699
E8	Remaining life with less than 5 years
E9	Other-Describe briefly in comments field/supp doc

UFAS Exemption Codes

UFAS Exemption Code	Long Desc
A	Not Designed/intended For Public Or Handicap Use
D	Building Completed On Or Before 9/2/69
E	Leased Building Where Waiver Was Obtained
F	No Exemption

Usage Codes - Building

Reference the Building Usage Codes appendix of this manual.

Usage Codes - OSF's

Reference the OSF Usage Codes appendix of this manual.

Usage Codes - Land

Prop Type	Usage Code	Long Desc
L	01	Agricultural
L	04	Grazing
L	07	Forest And Wildlife
L	08	Parks And Historic Sites
L	10	Office Building Location
L	11	Military
L	12	Airfields
L	13	Harbors And Port Terminals
L	15	Power Development And Distribution
L	16	Reclamation And Irrigation
L	18	Flood Control And Navigation
L	19	Vacant
L	20	Institutional
L	30	Housing
L	40	Storage
L	50	Industrial
L	70	Research And Development
L	80	Other Land
L	90	Trust Land

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F. FIMS Administrative Guide

TABLE OF CONTENTS

I. PURPOSE

The purpose of the *Facilities Information Management System (FIMS) Administrative Guide* is to provide a conceptual framework for managing and administering FIMS. It provides definitions of real/personal property and real property types, evaluation criteria for data maintenance, capitalization, FIMS/MARS reconciliation, quality assurance roles and responsibilities, and quality assurance plan guidance.

The *FIMS Administrative Guide* is a guide and does not replace or supersede any statutes, regulations, or internal procedures governing real property management.

II. DATA RESOURCES

FIMS must be updated regularly so that reliable and current real property data is consistently available and system integrity is maintained. It is imperative that information be obtained from knowledgeable individuals within their field. Every site entering data should assign responsibility to these individuals for applicable information. For example, a knowledgeable individual from Environment Safety and Health (ES&H) should be assigned responsibility for providing hazard information. The *Site System Administrator* is generally the point of contact for data collection and entry. However, some sites may elect to have responsible staff enter information directly into FIMS. These responsibilities should be documented in the site FIMS quality assurance plan, see Quality Assurance section in this guide.

III. FIMS DATA ADMINISTRATION

FIMS tracks a variety of data associated with each property including its size and/or capacity, condition, use, funding source, hazards, handicapped accessibility, and acquisition and capital adjustment costs.

A. DEFINITIONS OF REAL PROPERTY, RELATED PERSONAL PROPERTY, AND PERSONAL PROPERTY

- REAL PROPERTY OR REAL ESTATE

  Real Property or Real Estate includes land, improvements on the land, or both, and interests therein. The chief characteristics of real property (real estate) are immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by human hand. By "nature" means trees, the products of land, and natural resources. By "human hand" means those objects, buildings, fences, or bridges that are erected upon the land. Equipment or fixtures, such as plumbing, electrical, heating, built-in cabinets, and elevators, that are installed in a building in a more or less permanent manner usually are held to be part of the real property. Real property may include trailers or modular units joined together so that the structure has lost its portability and cannot be relocated without being dismantled, thus losing its identity. Trailers used as temporary or mobile facilities should be considered personal property when not acquired or intended for permanent use.

- RELATED PERSONAL PROPERTY

  Related personal property is any personal property that is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property, the removal of which would significantly diminish the economic value of the real property or the related personal property itself. Examples of related personal property are communication and telephone systems. Normally, common use items, including but not limited to general-purpose

furniture, utensils, office machines, office supplies, and general-purpose vehicles, ARE NOT considered related personal property.

- PERSONAL PROPERTY

  Personal Property is generally capitalizable property that can be moved, that is, not permanently affixed to and part of the real estate. Generally, items remain personal property if they can be removed without seriously damaging or diminishing the functional value of either the real estate or the items themselves. Examples of personal property are shop equipment, motor vehicles and aircraft, construction equipment, and automated data processing and peripheral equipment.

B. DEFINITIONS OF REAL PROPERTY TYPES

In FIMS, real and related personal property are represented by four major property types described below. They include owned or leased: *Buildings* (real), *Other Structures and Facilities* (real), *Land* (real), and *Trailers/Modulars/Containers* (personal, sometimes real).

- BUILDINGS

  A building is a roofed permanent structure suitable for housing people, materials, or equipment. Criteria for distinguishing between a building and say, a shed, should be developed by the site and be consistent with applicable financial and building code requirements. All owned and leased buildings should be included in FIMS.

- OTHER STRUCTURES AND FACILITIES (OSF)

  Other structures and facilities include any fixed real property improvements to land that are not classified as a building, e.g., bridges, towers, roads, and fences. It also includes site utility systems used to generate or distribute any services such as heat, electricity, sewage, gas, and water. If a structure is designed solely to house utilities and meets building criteria, it may be capitalized and included in FIMS as a building (*MARS Asset Type 501*), or alternatively, as a structure that's part of the larger utility system. The option is left to the discretion of the site. All owned and leased structures and facilities should be included in FIMS.

- LAND

  All owned and leased land should be included in FIMS.

- TRAILERS / MODULARS / CONTAINERS

  Trailers, modulars, and containers are for the most part considered personal property, unless they are installed so they are permanently affixed and cannot be relocated without being dismantled, or have been modified in such a manner as to meet the criteria for real property. In these instances, they are considered real property and should be included in FIMS using *MARS Asset Type 501, Building*. Double and triple wide trailers should be considered real property. Trailers, modulars, or containers that remain personal property and are used to house employees, whether as office, lab, or other work space should also be included in FIMS using personal property *MARS Asset Type 725, Motor Vehicles and Aircraft.*

C. DEFINITIONS OF DOE OWNED, DOE LEASED, CONTRACTOR LEASED, PERMIT, GSA OWNED, AND GSA LEASED

- DOE OWNED

  Real property acquired by DOE either by purchase or withdrawal from the public domain.

- DOE LEASED

  A possessory interest in real property that DOE acquired from the owner of the property.

- CONTRACTOR LEASED

  A possessory interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contactor for the rent paid to the owner.

- PERMIT

  A temporary right of exclusive or nonexclusive use of real property. It is generally applicable to granting another Federal agency the right to use DOE real property, or vice versa.

- GSA OWNED

  Real property acquired by GSA either by purchase or withdrawal from the public domain.

- GSA LEASED

  A possessory interest in real property that GSA acquires from the owner of the property. Most GSA leased space in buildings and associated land is then assigned to other executive agencies under the assignment authority of GSA.

D. DATA ENTRY AND MAINTENANCE

The following does not cover the breadth of data entry and maintenance procedures, systems, and schedules. It is meant only to provide general information and guidance in specific situations. Data entry and maintenance procedures, systems, and schedules should be documented in each site's FIMS quality assurance plan and executed accordingly. The plan should be updated as required. (See *Quality Assurance* section of this guide.)

- ESTABLISHING/DELETING A SITE

  A *site* is contiguous property owned or controlled by the Department of Energy. For example, several adjacent buildings would be considered a single site. Another DOE building two blocks away, separated by intervening privately owned/controlled property, would constitute a separate site. Non-contiguous leased property should also be considered a separate site. Consult with the *FIMS System Administrator* (the only individual that can add/delete a site), and *FIMS User's Guide, Chapter 3, Site Maintenance,* when establishing/deleting a site. Keep the cognizant *Field/Operations Office System Administrator* apprised of the change.

- ESTABLISHING/DELETING AN AREA

  An *area* is an administrative subdivision of the site, established at the convenience of the site or field/operations office. For example, it may be convenient to functionally, geographically, or administratively separate different areas within the same site. Consult with the *FIMS System Administrator* (the only individual that can add/delete an area), and *FIMS User's Guide, Chapter 4, Area Maintenance*, when establishing/deleting an area. Keep the site or cognizant *Field/Operations Office System Administrator* apprised of the change.

- ESTABLISHING A PROPERTY RECORD

  A new property record (owned or leased) is established when the following criteria are met:

  Building:
  - When beneficial occupancy (see definition below) has been assumed, or project has been completed.
  - When purchase has been paid in full.
  - When a new lease has been executed.

  Land:
  - When purchase has been paid in full or declaration of taking has been filed.
  - When a new lease has been executed.

  Structure:
  - When beneficial occupancy (see definition below) has been assumed, or project has been completed.
  - When purchase has been paid in full.
  - When a new lease has been executed.

  Trailer/Modular/Container:
  - If the owned or leased personal property will be used to house employees, when installation has occurred.
  - If the structure qualifies as real property as described under *Real Property Types* above, then its record should be established as for Buildings.

  Beneficial Occupancy is the occupancy or utilization by the Owner of specified work, or designated portion thereof, for intended use as expressed in the Contract Documents. It occurs at that point in construction of Substantial Completion of the specified work, or sufficient completion of designated portion thereof. Substantial Completion and Beneficial Occupancy are industry standard construction phases. Their occurrence may be formalized by exchange of official correspondence or not, depending on local project management policy and the size or nature of the project. Formalized or not, all projects have, in practice, a defining point at which the work is occupied or used by the Owner for its intended purpose. It is then that a property record must be established including an estimate of capital value (see section below on *Capitalization*). If Beneficial Occupancy is not firmly determined, a property record should be established when the project has been completed.

  The FIMS Structure and Trailer/Modular/Container property types can be input into FIMS as either detail or summary level FIMS property records. Detail level records

contain an individual/single structure or trailer/modular/container input as a single FIMS property record, e.g. one trailer used for an office or one water treatment plant. Summary level records allow like structures or trailer/modular/containers to be grouped together in a single FIMS property record, e.g. a group of cooling towers or a group of trailers used for storage sheds. The Summary/Detail indicator located on the Prop Info tab is used to distinguish between detail level and summary level FIMS property records by selecting detail or summary from the picklist.

To input summary level FIMS property records, all required fields (identified by the black labels within FIMS) should have the same common values. For example, the properties must be of the same Usage Code, Asset Type, Reporting Source, and so forth. The Initial Acquisition Cost, Quantity/Gross Area, and Deferred Maintenance/Maintenance $'s should be summed and input as a single value. The Notes tab can be used to identify the individual properties that have been included within the summary level FIMS property record if you so desire. The Haz Mats 1 and Haz Mats 2 tabs are unavailable for entry with summary level FIMS property records. For summary level Trailer/Modular/Containers the Handicap tab is also unavailable for entry.

The working detail for establishing a property record is described in the *FIMS User's Guide, Chapter 5, Property Maintenance*. Suggested information sources for required data may be found in the *FIMS Data Dictionary in the FIMS User's Guide.*

- DELETING A PROPERTY RECORD

A property record (owned or leased) is deleted when the following criteria are met:

Building:
- When demolition has occurred.
- When the lease has been terminated.

Land:
- When the property has been sold or transferred.
- When the lease has been terminated.

Structure:
- When demolition has occurred.
- When the lease has been terminated.

Trailer/Modular/Container:
- If the owned or leased personal property is used to house employees, when the structure becomes permanently unoccupied.
- If the structure qualifies as real property as described under *Real Property Types* above, then its record should be deleted as for Buildings.

- CAPITALIZATION

Capitalization is the process whereby plant and capital equipment items, costing at least $25,000 and having an anticipated service life of at least two years, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the Financial Information System (MARS) by the site Accounting/Finance. Capitalization of assets in MARS is subsequently mirrored in FIMS, i.e., the *System Administrator* records the same acquisition or improvement costs in FIMS. Total capitalized values in MARS and FIMS are periodically compared and reconciled to insure concordance. MARS capitalization includes real and personal property, however, only real property costs are reconciled with FIMS (see *Reconciliation of FIMS Capitalized Values with MARS*).

For new construction, capitalization occurs in MARS and FIMS at Beneficial Occupancy or project completion, and again when all construction accounts have been closed if they remain open beyond project completion. It is understood that capitalized values at Beneficial Occupancy are preliminary, and final capitalization at project completion or construction account close-out, will account for subsequent project expenses incurred.

Capitalization of owned assets occurs when the following criteria are met:

Building:
- When beneficial occupancy has been assumed (requires an *estimate* of capital value), or the project has been completed and all construction accounts closed-out. If the project is completed and some construction accounts remain open, e.g., for liens or litigation, then final capitalization occurs when all construction accounts have been closed-out.
- When purchase has been paid in full.

Land:
- When purchase has been paid in full or declaration of taking has been filed.

Structure:
- When beneficial occupancy has been assumed (requires an *estimate* of capital value), or the project has been completed and all construction accounts closed-out. If the project is completed and some construction accounts remain open, e.g., for liens or litigation, then final capitalization occurs when all construction accounts have been closed-out.
- When purchase has been paid in full.

Trailer/Modular/Container:
- If the structure qualifies as real property as described under *Real Property Types* above, then it should be capitalized as described for Buildings.

- RECONCILIATION OF FIMS CAPITALIZED VALUES WITH MARS

Capitalization of real property assets in MARS is mirrored in FIMS. To insure concordance between the systems, MARS and FIMS total capitalized values for each MARS Asset Type are periodically compared and reconciled. This requirement can be found in the DOE Accounting Handbook, section 2.L Reconciliation of Real Property. It is recommended that the two systems be reconciled at least annually. The decision to reconcile more frequently is left to the collective discretion of the field/operations office and the site, and should be documented in the site FIMS quality assurance plan.

Reconciliation occurs when MARS total capitalized values for each MARS Asset Type are compared to the same values in FIMS. MARS total capitalized values can be obtained from Finance/Accounting. FIMS values can be obtained by generating the FIMS *Standard Report #60 - Owned FIS Information Report (incl cap / not cap cost)* or *Standard Report #76 - Owned FIS Capitalized Information Report* which excludes all properties that have been marked as "Not Capitalized". These reports total acquisition and adjustment costs by MARS Asset Type. MARS and FIMS total dollar amounts should reconcile. It is understood that totals may not balance but differences should be explainable. At reconciliation, a MARS/FIMS Reconciliation Report listing asset types, respective MARS and FIMS total values, and relevant explanations should be transmitted to the field/operations office.

- MANAGEMENT ANALYSIS REPORTING SYSTEM (MARS) ASSET TYPES

  Accounting/Finance capitalizes real property values by asset type. (For accounting purposes, related personal property is included in the applicable real property asset code.) The real property asset types and code numbers are as defined in the *Management Analysis Reporting System (MARS) Asset Types* appendix.

  Buildings designed solely to house part of a site utility system may be categorized under the corresponding utility system asset type, or, under the Building (501) asset type. When categorized as a building *Net Occupiable Square Feet* will equal zero because there is no occupiable area.

E. DATA VALIDATION

As the corporate data base from which all DOE programs obtain facilities information, it is paramount that FIMS data integrity remain high. To help insure the quality of data, it is recommended that in addition to ongoing data validation and self-assessment, the site perform an annual validation to assess overall accuracy of FIMS data. The procedure and schedule for annual validation should be prescribed by the site FIMS quality assurance plan. Additional guidance may be found in the *Quality Assurance* section of this guide.

F. RESPONDING TO REQUESTS

On occasion, the site will be requested by Headquarters, the field/operations office, FDDC, or FAC to respond to FIMS or FIMS-related correspondence. This includes requests for information to help formulate policy or establish procedures regarding FIMS or other related information systems.

G. OTHER FREQUENTLY DISCUSSED ISSUES

- LANDSCAPING

  Landscaping completed at installation should be input as a capital adjustment to the building or structure with which it is most closely associated. For newly constructed facilities, landscaping should be included in the acquisition cost.

- BUILDING RPV AND SITE FACTOR

  Building Replacement Plant Value (RPV) (on the *RPV* tab) is calculated by FIMS. RPV was originally developed to provide an order of magnitude estimate of replacement cost, and was primarily used by DOE to do maintenance cross cut budget analyses. It is reasonable for these types of macro analyses but was never intended to substitute for detailed cost estimates for a particular building.

  The FIMS Replacement Plant Value (RPV) Models have been created to provide standard and justifiable building costs for the Department of Energy (DOE) building inventory. The RPV costs are based on building models developed by the RS Means Company a nationally recognized cost estimating firm. The models are based on typical types of structures that would be built to replace a similar use existing structure if it was constructed today. These models are created from costing information for similar types of structures built nationwide and their construction costs gathered by RS Means.

  Each asset in the Department of Energy's inventory has been assigned a building use code based on GSA standards. These use codes have been assigned by each DOE site to reflect their inventory. The RPV system uses a crosswalk table that automatically links the designated use to the appropriate RPV model. Not all uses designated by DOE can be linked to a standard cost model. Unique facilities such as

Accelerators, Reactors, etc have been excluded. The site must create a replacement plant value cost for unique facilities. The sites that have the ability to create their own RPV costs for their inventory following standard practices are permitted to engineer their own RPVs. If the site chooses to replace the FIMS-derived RPV, it must have an identifiable (e.g., Factory Mutual or RS Means), documented process in place for determining RPVs. Any change made to the FIMS-derived RPV will be reflected in the database as being contractor-derived.

The RPV cost for a building is created from a standardized construction model based on the expected cost to build a replacement structure using today's construction techniques, materials, and current codes. This value is not the cost to replace the current structure in-kind, which is usually impossible due to the age of the building. Since the square foot costs developed by RS Means are based on primarily private sector construction and adjusted to a nationwide average, the square foot cost applied as the starting basis and is further adjusted to reflect specific site costs.

Adjustments to the national costs include a geographic factor applied to reflect the material and labor costs for the specific area. A geographic factor has been incorporated into the FIMS system for each site based on factors provided by RS Means and updated yearly. A geographic factor must be applied to normalize the wage rates and material costs typical in the local area of the facility. Next, a site factor is applied to adjust for costs such as security, site fees, permitting fees, construction management services, preparation of as-built drawings, startup and commissioning fees, contingencies, etc. specific to the site. A sample factor has been created for use in the system but each site can develop its own customized factor. The addition of the geographic and site factors will result in a total construction budget cost for the building that is closer to an actual bid cost. The adjusted RPV costs do not include costs for ADA, which would be incorporated under the design codes, historic designated structures, demolition and disposal, and hazardous material removal. In addition, the adjusted RPV values do not include any costs for personal property, production, or scientific equipment. These factors will increase the costs significantly. Finally, the adjusted RPV costs are multiplied by the gross square footage of the building to determine the final RPV cost.

Once a Replacement Plant Value is known along with the deferred maintenance cost, the RPV is divided into the building deficiency repairs and replacement costs to generate a Facility Condition Index (FCI) value for the building. The FCI can be used to compare how deficient buildings are and can be used to prioritize repairs and replacements.

IV. QUALITY ASSURANCE

A quality assurance process as recommended in the FDDC-approved Quality Assurance Position Paper P-7 and DOE Order 5700.6C (Quality Assurance) is essential for maintaining a high degree of data accuracy and completeness in FIMS.

A. LEVELS OF RESPONSIBILITY

Field/Operations Office System Administrators are responsible for oversight of site level FIMS programs.

- Promoting FIMS as a corporate database
- Responsible for periodically performing quality control activities on FIMS data including reviewing selected data records and performing site visits to physically verify selected data samples
- Participating in FIMS conference calls
- Verifying that site QA processes are in place and implemented

- Coordinate other quality assurance activities such as FIMS training and password control

Site Managers are responsible for FIMS data and maintaining organizational structures and to ensure compliance of the FIMS data requirements.

Site System Administrators are responsible for obtaining information from various site elements.

- Promoting FIMS as a corporate database
- Reviewing database contents for accuracy and completeness including ensuring timely updates and various site reconciliation of MARS – FIMS
- Participating in FIMS conference calls
- Inform management on the FIMS issues (e.g. additional data requirements, upcoming meetings/training, etc.)
- Responsible for ensuring adherence to their site FIMS quality assurance plan

Site Elements are responsible for providing accurate, complete, and timely data to the *Site System Administrator.* (*Site Elements* may include such individuals/entities as Maintenance and Building Managers, ES&H, Human Resources, Finance/Accounting, and Engineering Support Staff.)

Data Entry Personnel are responsible for inputting FIMS data and verifying that the database accurately reflects the information provided.

B. QUALITY ASSURANCE PLAN GUIDANCE

It is recommended that each site and DOE field/operations office develop and maintain a FIMS quality assurance plan, and submit it to the cognizant DOE representative for review upon initial development and subsequent update. The plan should provide specific guidance on implementing FIMS quality assurance procedures.

- DOE FIELD/OPERATIONS OFFICE QA PLAN

  A FIMS Quality Assurance Plan should be prepared by each field/operations office FIMS administrative organization. The plan should address how the field/operations organization will oversee site operating FIMS organizations. It should cover the following:

  - Internal staffing and organizational structure to manage FIMS requirements.
  - Process to validate/verify the accuracy of the data entered by the operating units.
  - Data certification requirements and frequencies.
  - Management oversight of the contractor activity.
  - Instructions to site level organizations.

- SITE QA PLAN

  A FIMS quality assurance plan should be prepared at each site by the FIMS data management organization. This plan should address how FIMS is implemented at each location that enters data to the system. It should cover the following:

  - Internal organizational structure to manage FIMS requirements.
  - System to identify and document the sources for all data.

- Process to assure changes are reported to the system.
- Internal validation/verification process.
- Data certification requirements and frequencies.
- Training.
- Orientation and training for new employees.
- Maintenance for records.
- Process to correct problems identified in various reviews and inspections.

C. QUALITY ASSURANCE PLAN SUBMITTAL

- Site FIMS QA plans should be submitted to the *Field/Operations Office System Administrator* for review.

- Field/operations office FIMS QA plans should be submitted to the DOE Field/Operations Office Division Manager who has responsibility for FIMS.

- *Field/Operations Office System Administrators* should submit site and field/operations office QA plans to the *FIMS System Administrator* (Headquarters).

- All FIMS organizational levels should update and re-submit QA Plans as needed.

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FORMS

Included in this section are the following FIMS forms:

FIMS Request for User ID

FIMS Request for Change

FIMS Data Entry Forms

U.S. DEPARTMENT OF ENERGY

Facilities Information Management System (FIMS)

REQUEST FOR USER ID

REQUESTER NAME: _____ **DATE:** _____

BUSINESS ADDRESS: _____

(U.S. MAIL) _____

_____

TELEPHONE: _____ **FAX**: _____ **EMAIL**: _____

AFFILIATION: ___DOE ___OTHER FEDERAL ___CONTRACTOR_____

(CONTRACTOR NAME)

NATURE OF REQUEST: ___ORIGINAL ___REINSTATEMENT USER ID_____

(IF REINSTATING)

ACCESS LEVEL: ___FIELD/OPS OFC SYS ADM ___FIELD/OPS OFC USER ___SITE SYS ADM
___GUEST ___IMMORTAL GUEST

DESCRIBE NEED FOR FIMS ACCESS: _____

_____

SIGNATURE: _____ DATE: _____

Please do not write below this line.

APPROVALS:

SIGNATURE: _____ OFFICE CODE _____ DATE: _____

FIELD/OPS OFFICE SYSTEM ADMINISTRATOR

SIGNATURE: _____ OFFICE CODE _____ DATE: _____

FIMS SYSTEM ADMINISTRATOR (HQ) IF REQUIRED

ADDITIONAL CONCURRENCES (IF REQUIRED)**:**

SIGNATURE: _____ OFFICE CODE _____ DATE: _____

SIGNATURE: _____ OFFICE CODE _____ DATE: _____

ASSIGNED USER ID: _____

COMMENTS: _____

_____

INSTRUCTIONS FOR COMPLETING FIMS *REQUEST FOR USER ID*

- Complete the top half of the form and submit to the cognizant System Administrator as specified below. Users requesting reinstatement of expired user IDs must also complete and submit the form. The cognizant System Administrator will acknowledge the request by assigning a user identification and password or denying the request. If a request is denied, an explanation will be provided.

IF YOU ARE:	SUBMIT FIMS USER ID REQUEST/REINSTATEMENT TO:
Field/Operations Office System Administrator	FIMS System Administrator (Headquarters)
Other Field/Operations Office Personnel	Field/Operations Office System Administrator
Site System Administrator	Field/Operations Office System Administrator
Other Site Personnel	Site System Administrator (who forwards request to Field/Operations Office System Administrator)

- **SECURITY ACCESS LEVELS**

  Add, Update, and Delete access to FIMS is controlled by the security level assigned when the user ID is established. It is necessary to specify the security access level when requesting a FIMS user ID. Access levels are described below.

  FIMS SYSTEM ADMINISTRATOR (HEADQUARTERS)
  - Add, Update, and Delete access to all records.
  - Authority to establish the security records for all other FIMS users including *Immortal Guests.*

  FIELD/OPERATIONS OFFICE SYSTEM ADMINISTRATOR
  - Update access to all sites and areas within the specified field/operations office.
  - Add, Update, and Delete access to all Property records within the specified field/operations office.
  - Authority to establish security records for field/operations office, site, and *Guest* level users within the specified field/operations office.

  FIELD/OPERATIONS OFFICE USER
  - Update access to all sites and areas within the specified field/operations office.
  - Add, Update, and Delete access to all Property records within the specified field/operations office.

  SITE SYSTEM ADMINISTRATOR
  - Update access to the site and all area records within the specified site.
  - Add, Update, and Delete access to all Property records within the specified site.

  GUEST
  - Inquire access only to all FIMS data.

  IMMORTAL GUEST
  - Inquire access only to all FIMS data.
  - Not subject to the login expiration policy.
  - Only the *FIMS System Administrator (Headquarters)* can assign a user security level of *Immortal Guest.*

US Department of Energy
Facilities Information Management System
REQUEST FOR CHANGE*

Chg. Req. #

REQUESTER NAME: **DATE**:

TELEPHONE: **FAX**: **EMAIL**:

AFFILIATION (CK ONE): ☐ DOE ☐ OTHER FED ☐ CONTRACTOR NAME:

PROPOSED CHANGE:

JUSTIFICATION:

PLEASE DO NOT TYPE BELOW THIS LINE

REMARKS (REVIEWERS, PLEASE ADD YOUR SIGNATURE AND DATE):

***USE THIS FORM TO REQUEST A CHANGE TO FIMS' DATA BASE PROGRAM, POLICY, PROCEDURE OR DOCUMENTATION.**

MAIL COMPLETED FORM TO: GLORIA BALDWIN, CHICAGO OPERATIONS OFFICE
9800 South Cass Ave.,
Argonne, IL 60439 (630) 252-2147 FAX (630) 252-2835

OR DOWNLOAD FORM FROM THE FIMS WEB PAGE: http://fims.hr.doe.gov
COMPLETE FORM AND E-MAIL TO: gloria.baldwin@ch.doe.gov

US Department of Energy
Facilities Information Management System
Site Data Entry Forms

SITE INFO

Site Name:		50 characters max
Secretarial Office:		lookup table value
Landlord Funding Program:		lookup table value
National Priority List:	Yes or No	
Regulatory Agreement:	Yes or No	
Site Address:		Street
		City, State, Zip

GSA REPORT

GSA Control Number:		assigned by Headquarters
Excess Indicator:		lookup table value
Last Year DOE Survey:		4-digit year
Last Year GSA Survey:		4-digit year
Geographic Location:		State, City
		County
Congressional Districts:	__ __ __ __ __ __ __ __ __ __	lookup table value, one entry required

US Department of Energy
Facilities Information Management System
Area Data Entry Forms

AREA INFO

Area Number:		3-digits
Area Name:		35 characters max
M&O Contractor:		lookup table value
Secretarial Office:		lookup table value
Landlord Funding Program:		lookup table value

US Department of Energy
Facilities Information Management System
Building Data Entry Forms

PROP INFO

(fields italicized are defined as optional)

Property ID:	_____	20 characters max
Property Name:	_____	40 characters max
Alternate Name:	_____	30 characters max
Usage Code:	_____	lookup table value
Owned/Leased:	DOE Owned / DOE Leased / Contractor Leased / Permit	Choose one
Initial Acquisition:[1]	$ _____	
Estimate:[1] Yes or No	Capitalized:[1] Yes or No	
Hazard Category:[1]	_____	lookup table value
Excess:[1] Yes or No	Excess Year:[1] _____	4-digit year
Historic Des:[1]	Not Evaluated / Not Eligible / Eligible / Listed on Historic Register / Listed as a National Historic Landmark	Choose one
Outgrant Ind:[1]	Yes or No	Choose one
MARS Asset Type:[1]	_____	lookup table value
MARS Reporting Source:[1]	_____	lookup table value

BUILDING INFO

Responsible HQ PO:	_____	lookup table value
Building Status:	_____	lookup table value
Status Date:	_____	dd-MMM-yyyy
Transfer to PSO:	_____	lookup table value
Land Ownership:	_____	lookup table value
Occupants:	Yes or No	Choose one
Status Utilization:	_____%	
Seismic Exemption:	_____	lookup table value
Seismic Essential:	_____	lookup table value

[1]Identifies fields to be input for DOE Owned buildings only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit buildings only.
[3]Identifies data to be input for DOE Owned and DOE Leased buildings.

US Department of Energy
Facilities Information Management System
Building Data Entry Forms

OCCUPANTS

ID:	Name:		Type:	No. of Employees:	
_____	_____	_____	DOE/Contr/Other	_____	ID - 8 characters, must
_____	_____	_____	DOE/Contr/Other	_____	be unique for each line
_____	_____	_____	DOE/Contr/Other	_____	Name - 30 chars max
_____	_____	_____	DOE/Contr/Other	_____	Type - choose one

DIMENSIONS

Gross SQFT: _____

Net Occupiable (sqft): _____

No. of Bldgs: _____

No. of Floors: _____

No. of Floors below Grade: _____

EC Buildings/Facilities: _____ gross sqft

EC Industrial and Lab Fac: _____ gross sqft

EC Metered Process (Exempt): _____ gross sqft

Meters: None / Electricity / Gas / Elect/Gas / Steam / Elect/Steam / Remote / Remote/G / Remote/S / Remote/GS Choose up to 4

EMS4 Site: _____

[1]Identifies fields to be input for DOE Owned buildings only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit buildings only.
[3]Identifies data to be input for DOE Owned and DOE Leased buildings.

US Department of Energy
Facilities Information Management System
Building Data Entry Forms

RPV[1]

Bldg RPV: _____

Site Factor: (default 1.582) _____

CAP ADJUST

Capitalized:	Date:	Cost:	Description:	
Yes or No	_____	$_____	_____	Date - dd-MMM-yyyy
Yes or No	_____	$_____	_____	Desc - 50 chars max
Yes or No	_____	$_____	_____	
Yes or No	_____	$_____	_____	

CONDITION

Yr Acquired:	_____	4-digit year
Yr Built:	_____	4-digit year
Model Building Type:	_____	lookup table value
Design Use:	_____	lookup table value
Deficiency Systems:[1]	_____ _____ _____ _____ _____	lookup table value
Seismic Comments:	_____	free form text

[1]Identifies fields to be input for DOE Owned buildings only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit buildings only.
[3]Identifies data to be input for DOE Owned and DOE Leased buildings.

US Department of Energy
Facilities Information Management System
Building Data Entry Forms

MAINTENANCE[1]

Deferred Maint:	$ _____	
Inspection Date:	_____	dd-MMM-yyyy
Annual Required Maint:	$ _____	
Annual Actual Maint:	$ _____	

NOTES

HANDICAP[3]

UFAS Compliance:	Non / Partial / Full	choose one
UFAS Exemption:	_____	lookup table value
UFAS Justification:	_____	lookup table value

[1]Identifies fields to be input for DOE Owned buildings only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit buildings only.
[3]Identifies data to be input for DOE Owned and DOE Leased buildings.

US Department of Energy
Facilities Information Management System
Building Data Entry Forms

LEASE DETAIL 1[2]

Contract No: _____ 27 character max

Lessor: _____ 30 characters max

Address: _____ Street

_____ City, State, Zip

Location Address: _____ Street

_____ City, State

Lessee: _____ 30 characters max

Cancel Rights/Notice

Lessee: Yes or No

Days: _____

Lessor: Yes or No

Days: _____

Effective Date: _____ Leased SqFt: _____ dd-MMM-yyyy

Expiration Date: _____ Annual Rent: $_____ dd-MMM-yyyy

Initial Date: _____ Other Cost: $_____ dd-MMM-yyyy

LEASE DETAIL 2[2]

Renewal Options

Options: _____

Years: _____

Rent: $_____

Notice: _____ days

Annual Rent

Lab: $_____/sqft

Office: $_____/sqft

Other: $_____/sqft

Escalation

Other: Yes or No

Services: Yes or No

Taxes: Yes or No

Responsible Party

Interior: Lessee Lessor

Exterior: Lessee Lessor

Sewage: Lessee Lessor

Utilities: Lessee Lessor

Refuse: Lessee Lessor

Janitorial: Lessee Lessor

Electric: Lessee Lessor

Choose either Lessee or Lessor for each of the 7 Responsible Party fields.

[1]Identifies fields to be input for DOE Owned buildings only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit buildings only.
[3]Identifies data to be input for DOE Owned and DOE Leased buildings.

US Department of Energy
Facilities Information Management System
OSF Data Entry Forms

PROP INFO

(fields italicized are defined as optional)

Property ID:	_____	20 characters max
Property Name:	_____	40 characters max
Alternate Name:	_____	30 characters max
Usage Code:	_____	lookup table value
Owned/Leased:	DOE Owned / DOE Leased / Contractor Leased / Permit	Choose one
Initial Acquisition:[1]	$ _____	
Estimate:[1] Yes or No	Capitalized:[1] Yes or No	
Hazard Category:[1]	_____	lookup table value
Excess:[1] Yes or No	Excess Year:[1] _____	4-digit year
Historic Des:[1]	Not Evaluated / Not Eligible / Eligible / Listed on Historic Register / Listed as a National Historic Landmark	Choose one
Outgrant Ind:[1]	Yes or No Summary or Detail Indicator	Choose one
MARS Asset Type:[1]	_____	lookup table value
MARS Reporting Source:[1]	_____	lookup table value

OSF INFO

Land Ownership	_____	lookup table value
Structure RPV:[1]	$ _____	contractor generated
Year Acquired:[1]	_____	4-digit year
Deficiency Systems:[1]	_____ _____ _____ _____ _____	lookup table value, enter up to 5

[1]Identifies fields to be input for DOE Owned OSFs only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased, and Permit OSFs only.

US Department of Energy
Facilities Information Management System
OSF Data Entry Forms

DIMENSIONS

Primary Unit of Measure (as defaulted by the Usage Code selection on the PROP INFO tab)

QTY: _____

EC Buildings/Facilities: _____ gross sqft

EC Industrial and Lab Fac: _____ gross sqft

EC Metered Process (Exempt): _____ gross sqft

Meters: None / Electricity / Gas / Elect/Gas / Steam / Elect/Steam / Remote / Remote/G / Remote/S / Remote/GS — Choose up to 4

EMS4 Site: _____

CAP ADJUST

Capitalized:	Date:	Cost:	Description:	
Yes or No	_____	$_____	_____	Date - dd-MMM-yyyy
Yes or No	_____	$_____	_____	Desc - 50 chars max
Yes or No	_____	$_____	_____	
Yes or No	_____	$_____	_____	

MAINTENANCE[1]

Deferred Maint: $ _____

Inspection Date: _____ dd-MMM-yyyy

Annual Required Maint: $ _____

Annual Actual Maint: $ _____

Physical Barriers Preventing Inspection: Yes or No

[1]Identifies fields to be input for DOE Owned OSFs only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased, and Permit OSFs only.

US Department of Energy
Facilities Information Management System
OSF Data Entry Forms

NOTES

LEASE DETAIL 1[2]

Contract No: _____ 27 character max

Lessor: _____ 30 characters max

Address: _____ Street

_____ City, State, Zip

Location Address: _____ Street

_____ City, State

Lessee: _____ 30 characters max

Cancel Rights/Notice — Effective Date: _____ dd-MMM-yyyy

Lessee: Yes or No — Expiration Date: _____ Annual Rent: $_____ dd-MMM-yyyy

Days: _____ — Initial Date: _____ Other Cost: $_____ dd-MMM-yyyy

Lessor: Yes or No

Days: _____

LEASE DETAIL 2[2]

Renewal Options

Options: _____ Rent: $_____

Years: _____ Notice: _____ days

[1]Identifies fields to be input for DOE Owned OSFs only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased, and Permit OSFs only.

US Department of Energy
Facilities Information Management System
Land Data Entry Forms

PROP INFO

(fields italicized are defined as optional)

Property ID:	_____	20 characters max
Property Name:	_____	40 characters max
Alternate Name:	_____	30 characters max
Usage Code:	_____	lookup table value
Owned/Leased:	DOE Owned / DOE Leased / Contractor Leased / Permit	Choose one
Initial Acquisition:[1]	$ _____	
Estimate:[1] Yes or No	Capitalized:[1] Yes or No	
Excess:[1] Yes or No	Excess Year:[1] _____	4-digit year
Historic Des:[1]	Not Evaluated / Not Eligible / Eligible / Listed on Historic Register / Listed as a National Historic Landmark	Choose one
Outgrant Ind:[1]	Yes or No	
MARS Asset Type:[1]	_____	lookup table value
MARS Reporting Source:[1]	_____	lookup table value

LAND INFO[1]

Acquisition Method:	_____	lookup table value
From Acquisition Date:	_____	dd-MMM-yyyy
To Acquisition Date:	_____	dd-MMM-yyyy

DIMENSIONS

Urban Acreage:	_____	acres
Rural Acreage:	_____	acres

[1]Identifies fields to be input for DOE Owned land only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit land only.

US Department of Energy
Facilities Information Management System
Land Data Entry Forms

NOTES

LEASE DETAIL 1[2]

Contract No: _____ 27 character max
Lessor: _____ 30 characters max
Address: _____ Street
_____ City, State, Zip
Location Address: _____ Street
_____ City, State
Lessee: _____ 30 characters max

Cancel Rights/Notice
Lessee: Yes or No
Days: _____
Lessor: Yes or No
Days: _____

Effective Date: _____ dd-MMM-yyyy
Expiration Date: _____ Annual Rent: $_____ dd-MMM-yyyy
Lease Date: _____ Other Cost: $_____ dd-MMM-yyyy

LEASE DETAIL 2[2]

Renewal Options
Options: _____
Years: _____

Rent: $_____
Notice: _____ days

[1]Identifies fields to be input for DOE Owned land only.
[2]Identifies fields to be input for DOE Leased, Contractor Leased and Permit land only.

US Department of Energy
Facilities Information Management System
Trailer Data Entry Forms

PROP INFO

(fields italicized are defined as optional)

Property ID:	_____	20 characters max
Property Name:	_____	40 characters max
Alternate Name:	_____	30 characters max
Usage Code:	_____	lookup table value
Owned/Leased:	DOE Owned / DOE Leased / Contractor Leased	Choose one
Initial Acquisition:[1]	$ _____	
Estimate:[1] Yes or No	Capitalized:[1] Yes or No	
Hazard Category:[1]	_____	lookup table value
Excess:[1] Yes or No	Excess Year:[1] _____	4-digit year
Historic Des:[1]	Not Evaluated / Not Eligible / Eligible / Listed on Historic Register / Listed as a National Historic Landmark	Choose one
Outgrant Ind:[1]	Yes or No Summary or Detail Indicator	Choose one
MARS Asset Type:[1]	_____	lookup table value
MARS Reporting Source:[1]	_____	lookup table value

TRAILER INFO

Responsible HQ PO:	_____	lookup table value
Trailer Status:	_____	lookup table value
Status Date:	_____	dd-MMM-yyyy
Transfer to PSO:	_____	lookup table value
Occupants:	Yes or No	Choose one
Seismic Exemption:	_____	lookup table value
Seismic Essential:	_____	lookup table value
Trailer RPV:[1]	$ _____	

[1]Identifies fields to be input for DOE Owned trailers only.
[2]Identifies fields to be input for DOE Leased and Contractor Leased trailers only.
[3]Identifies data to be input for DOE Owned and DOE Leased detail level trailers.

US Department of Energy
Facilities Information Management System
Trailer Data Entry Forms

OCCUPANTS

ID:	Name:	Type:	No. of Employees:	
_____	_____	DOE/Contr/Other	_____	ID - 8 characters, must
_____	_____	DOE/Contr/Other	_____	be unique for each line
_____	_____	DOE/Contr/Other	_____	Name - 30 chars max
_____	_____	DOE/Contr/Other	_____	Type - choose one

HANDICAP[3]

UFAS Compliance:	Non / Partial / Full	choose one
UFAS Exemption:	_____	lookup table value
UFAS Justification:	_____	lookup table value

DIMENSIONS

Gross SQFT:	_____	
No. of Trailers:	_____	
EC Buildings/Facilities:	_____	gross sqft
EC Industrial and Lab Fac:	_____	gross sqft
EC Metered Process (Exempt):	_____	gross sqft
Meters:	None / Electricity / Gas / Elect/Gas / Steam / Elect/Steam / Remote / Remote/G / Remote/S / Remote/GS	Choose up to 4
EMS4 Site:	_____	

[1]Identifies fields to be input for DOE Owned trailers only.
[2]Identifies fields to be input for DOE Leased and Contractor Leased trailers only.
[3]Identifies data to be input for DOE Owned and DOE Leased detail level trailers.

US Department of Energy
Facilities Information Management System
Trailer Data Entry Forms

CAP ADJUST

Capitalized:	Date:	Cost:	Description:	
Yes or No	_____	$_____	_____	Date - dd-MMM-yyyy
Yes or No	_____	$_____	_____	Desc - 50 chars max
Yes or No	_____	$_____	_____	
Yes or No	_____	$_____	_____	

CONDITION

Yr Acquired:[1]	_____	4-digit year
Yr Built:[1]	_____	4-digit year
Model Building Type:	_____	lookup table value
Design Use:	_____	lookup table value
Deficiency Systems:[1]	_____ _____ _____ _____ _____	lookup table value
Seismic Comments:	_____	free form text

MAINTENANCE[1]

Deferred Maint:	$ _____	
Inspection Date:	_____	dd-MMM-yyyy
Annual Required Maint:	$ _____	
Annual Actual Maint:	$ _____	

[1]Identifies fields to be input for DOE Owned trailers only.
[2]Identifies fields to be input for DOE Leased and Contractor Leased trailers only.
[3]Identifies data to be input for DOE Owned and DOE Leased detail level trailers.

US Department of Energy
Facilities Information Management System
Trailer Data Entry Forms

NOTES

[1]Identifies fields to be input for DOE Owned trailers only.
[2]Identifies fields to be input for DOE Leased and Contractor Leased trailers only.
[3]Identifies data to be input for DOE Owned and DOE Leased detail level trailers.

US Department of Energy
Facilities Information Management System
Trailer Data Entry Forms

LEASE DETAIL 1[2]

Contract No: _____ 27 character max
Lessor: _____ 30 characters max
Address: _____ Street
_____ City, State, Zip
Location Address: _____ Street
_____ City, State
Lessee: _____ 30 characters max

Cancel Rights/Notice
Lessee: Yes or No
Days: _____
Lessor: Yes or No
Days: _____

Effective Date: _____ Leased SqFt: _____ dd-MMM-yyyy
Expiration Date: _____ Annual Rent: $_____ dd-MMM-yyyy
Initial Date: _____ Other Cost: $_____ dd-MMM-yyyy

LEASE DETAIL 2[2]

Renewal Options
Options: _____
Years: _____

Rent: $_____
Notice: _____ days

Annual Rent
Lab: $_____/sqft
Office: $_____/sqft
Other: $_____/sqft

Escalation
Other: Yes or No
Services: Yes or No
Taxes: Yes or No

Responsible Party
Interior: Lessee Lessor
Exterior: Lessee Lessor
Sewage: Lessee Lessor
Janitorial: Lessee Lessor
Utilities: Lessee Lessor
Electric: Lessee Lessor
Refuse: Lessee Lessor

Choose either Lessee or Lessor for each of the 7 Responsible Party fields.

[1]Identifies fields to be input for DOE Owned trailers only.
[2]Identifies fields to be input for DOE Leased and Contractor Leased trailers only.
[3]Identifies data to be input for DOE Owned and DOE Leased detail level trailers.